

**Board of Directors
Annual Stakeholders Meeting Agenda
Math & Science Academy
Monday, June 15th, 2020**

Great Hall (3A) and Remotely

8430 Woodbury Crossing, Woodbury, MN 55125

1. Call to Order by Chair

Mission:

We provide accelerated curricula in all subjects, with an emphasis on math and science.

Vision:

To be an innovative, sustainable model of academic excellence that creates well-rounded, lifelong learners and global citizens.

2. Roll Call of Members

Present:

Voting:

Lisa Anderson, Chair
Jeff Eng, Vice Chair
Noah Langseth, Treasurer
Judy Seeberger, Secretary
Ramesh Aki
Cody Schniepp
Dan Ellingson
Michelle Kurkoski
Adam Bartz

Non-voting:

Emily Wong, Student Member
Steve Wruck, BKDA, Contracted Financial Manager (ex officio)
John Gawarecki, Director (ex officio)

Absent:

3. Approval of Agenda

Conflict of Interest Statement

4. Open Forum

5. Approval of Minutes

a. BOD Workshop and Regular Meeting, May 18th, 2020

b. **BOD Special Meeting on June 1st, 2020.**

6. **Chair's Report**

7. **Director's Report**

8. **Student Representative Update**

9. **Reports from Board Committees and Task Forces (as applicable)**

(Reminder: Reports should be submitted in writing in Board prep packets and included with agenda.)

Board Committees:

Academics (Ms. Anderson)

Annual Fund (AFC) (Mr. Langseth)

Communications (Ms. Kurkoski)

Personnel (Ms. Anderson)

Finance (Mr. Langseth):

Approval of Financials

School Expansion Possibilities (Mr. Eng)

Policy End of the Year Update (Ms. Kurkoski)

10. **Consent Agenda**

a. **Annual Review**

- i. **Approval of Ratwik, Roszak & Maloney, P. A. as the School's Legal Counsel for Student Concerns.**
- ii. **Approval of Martin Law Firm, PLLC as the School's Legal Counsel for Employee Concerns.**
- iii. **Policy501.1 Eligibility**

11. **Old or Unfinished Business**

a. **Approve Director's Goals**

12. **Items for Discussion and Decision**

a. **Approve Seating of New Members - Oath of Office**

Outgoing members step down from the board and Mr. Jeff Eng, as Vice-Chair, proceeds with the next item.

b. **Approval of the Resignation of Jeff Eng, parent member.**

Ms. Judy Seeberger, as Secretary, proceeds with the business until a new Chair is elected.

c. **Appointment of Parent Member**

d. **Elect Chair, Vice-Chair, Treasurer, Secretary**

e. **Approval of official newspaper for legal publications**

f. **Review and Confirm BOD Committees and Appoint BOD Representatives to Committees**

- i. **Academics**
- ii. **Communications**
- iii. **Finance**
- iv. **Annual Fund**
- v. **School Expansion Possibilities**
- vi. **Personnel**

g. **Review, Confirm, and Appoint BOD Representatives to the following**

- i. **Building Safety**
 - ii. **Policy**
 - iii. **Technology**
 - iv. **Building Company**
- h. **Establish New Committees and Subcommittees**
- i. **Set Meeting Dates for Next Year's BOD Meetings**
The following dates for the 2020-2021 school year are proposed:
 - July 20, 2020
 - August 17, 2020
 - September 21, 2020
 - October 19, 2020
 - November 16, 2020
 - December 21, 2020
 - January 19, 2021 (Tuesday)
 - February 16, 2021 (Tuesday)
 - March 16, 2021 (Tuesday)
 - April 19, 2021
 - May 17, 2021
 - June 21, 2021
- j. **Fall Planning Update**

13. Future BOD Meeting and Workshop Agenda Items

- a. **BOD Goals**
 - i. **Review Contract Language**
 - ii. **Finance Training**
 - iii. **Comprehensive Review of Strategic Plan**
- b. **Data Privacy**

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

- a. **BOD Workshop, July 20th, 2020 at 5:00 pm**
- b. **Regularly Scheduled BOD Meeting July 20th, 2020, 6:15 pm**

15. Motion to Adjourn

Submitted:

Approved:

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**Board of Directors
Workshop Minutes
Math & Science Academy
Monday, May 18, 2020
Great Hall, Remotely, and Livestreamed
8430 Woodbury Crossing, Woodbury, MN 55125**

Call to Order by Lisa Anderson at 5:06 pm

Members Present:

Voting:

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

Non-voting:

John Gawarecki, Director (ex officio)

Absent:

Voting:

Ramesh Aki, Parent Member

Non-Voting:

Emily Wong, Student Member
Steve Wruck, BKDA, Contracted Financial Manager (ex officio)

Discussion:

1. The Board worked on finishing the discussion of the strategic plan. The discussion focused on the final strategic priority, "Ensure Operational Excellence" and the Performance Indicators. The Chair thought it might be a good idea for the new Board to add in who would be responsible for each task. The idea would be to revise the language to identify which group would be tasked with each performance indicator. Ms. Kurkoski agreed that having each piece assigned to a group or committee is a good idea to ensure these things get done. With regard to some of the performance indicators, the Chair suggested it would be helpful to list the steps, list what should be accomplished, and some sort of indicator to know how it's been done. She will add those recommendations for the next Board.
2. Board Officer Self-Nomination Form. If you're interested in more than one office, you can rank-order them. If the Chair is a teacher, then the Vice-Chair must be a non-teacher, and the opposite is true. Voting starts with the Chair, then Vice Chair, then Treasurer, then Secretary.

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There is a space for people to fill in if they have special expertise. Return to Chair by June 3. In the future, if the Chair was continuing on the Board, you would have to designate someone to collect the forms who is not running for any office. If there are no candidates, on June 4 the Chair would ask for nominations for the positions. Voting would happen at the June meeting. In the past they've been done by a private ballot, with the acting Chair doing the voting. Since we are doing this remotely, we will have to vote via roll call. Mr. Eng wants feedback on doing the voting by roll call. Mr. Ellingson wondered if it would be possible to use the chat function and it goes to one person. Procedures for electing the officers were discussed. Mr. Gawarecki will check with Eugene Piccolo regarding whether this voting must be done by roll call, Ms. Seeberger and Ms. Kurkoski will put together a form to use for voting if it can be done that way.

Workshop was adjourned at 6:04 pm

Submitted and Approved:

Judy Seeberger, Secretary

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Board of Directors Meeting Minutes Math & Science Academy Monday, May 18, 2020 Great Hall, Remotely, and Livestreamed 8430 Woodbury Crossing, Woodbury, MN 55125

1. Call to Order by Lisa Anderson at 6:15 pm

Vision and Mission read by Emily Wong.

2. Roll Call of Members

Present:

Voting:

Lisa Anderson, Chair & Teacher Member
 Jeff Eng, Vice Chair & Parent Member
 Noah Langseth, Treasurer & Teacher Member
 Judy Seeberger, Secretary & Teacher Member
 Ramesh Aki, Parent Member
 Cody Schniepp, Community Member
 Dan Ellingson, Parent Member
 Adam Bartz, Community Member
 Michelle Kurkoski, Teacher Member

Non-voting:

John Gawarecki, Director (ex officio)
 Emily Wong, Student Member

Absent:

Voting:

Non-Voting:

Steve Wruck, BKDA, Contracted Financial Manager (ex officio)

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

Conflicts of Interest: None

Discussion:

Change Items for Discussion and Decision: Item a. Update Staff Handbook
 Remove from Items for Discussion and Decision: Item c. Approve Staff Contracts
 Move Approve of Special Meeting May 14 minutes to Future BOD Meeting and Agenda Items to the June 1 mtg @ 5 pm.

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Motion to approve the agenda.

Moved by: Adam Bartz Second: Michelle Kurkoski

A roll-call vote was taken.

Vote: 9-yes 0-no 0-abstain

The motion carries.

4. Open Forum

Done by email.

Read by the Chair from Cheri Howe. They are interested in fall planning for the school year this fall. Concern that we are not moving quickly enough. Noted that 833 has already started the process.

5. Approval of Minutes.

a. Motion to Approve the Minutes from the April 20, 2020 Regular BOD Meeting.

Moved by: Noah Langseth Second: Dan Ellingson

Discussion:

None

A roll-call vote was taken

Vote: 9-yes 0-no - abstain

The motion carries.

6. Chair's Report

Wanted to congratulate the school on behalf of the Board for being voted #1 high school in the state. This reinforces our Mission and Vision. The Chair recognized that our students begin working with the rigor in 6th grade, and this sets them up for success in High School. We know that what's happening at MSA is successful, and the Chair wanted to thank all the members of the community - administration, parents, staff. Thank you for your hard work!

7. Director's Report

Mr. Gawarecki wanted to echo the Chair's comments. He recognized that MSA is a very unique community, and this is a direct reflection of the parents, students, and staff. We have over a 90% attendance rate. Other schools are considering calling school for the year because their attendance rate is 10-15%. He is proud of our students for their attendance. We have not had to update our distance learning plan, and that reflects the hard work done by all. We are #1 in the state, and very high in the nation. He would like to thank everyone for their hard work. It takes everyone to make this work.

Director's Report

1. Student Achievement

a. 2020 National Merit Scholarship Corporation Commended Students

5 MSA seniors have been named as commended students in the 2020 National Scholarship Program. They are: Maren Anderson, Keagan Eng, Ben Haland, Shannon Koperski, and Lauren Paulson.

b. MSA has been rated as the top High School in Minnesota for the 3rd year in a row by *U.S. News and World Report!* MSA increased its national ranking from 133 to 124.

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- c. MSA had for students earning awards from the MNAiC with Breanne Pundsack chosen as a State Winner, Kalani Vang and Karina Dovgodko receiving Certificate of Distinction Awards, and Alayna Tan being recognized with a Rising Star Award.
- d. MSA had two students selected as All-State Musicians by the Minnesota Music Educators Association (MMEA). They are Junior Greta Engelstad, French horn, and Freshman Braedon Krisko, Bass.
- e. 7th grader Kiley Tatarka advanced to the state competition for her National History Day performance 'The Radium Girls' Fight'!
- f. MSA held its first Virtual Science Fair on April 9th with 20 students participating. Top students were:
 - 1st place - Mihira Kanukurthy (6th) *Chemistry in Our Daily Lives*
 - 2nd place - Ketaki Jorpurkar (6th) *The Potential of a Marble*
 - 3rd place - Prisha Rathore (6th) *Investigation of the Antimicrobial Properties of Household Kitchen Ingredients*

2. Create a Facilities Management Plan

- a. Facilities work for the summer has been delayed other than for routine painting and summer cleanups due to COVID-19.

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 May newsletter.
- c. Announcements were re-introduced on April 21st.

4. Human Resources Management

- a. Met with the Personnel committee on May 7th to work on Self-Evaluation form
- b. Worked on a regular basis with MDE and MDH to ensure safety of the MSA community.
- c. Informed staff of their retention or release at the end of the school year.
- d. Worked with Special Education Director and Special Education department on paraprofessional needs for the 2020-2021 school year. A determination of the number of staff needed will be known towards the end of the month.

5. Ethical and Inclusive Leadership

- a. Conducted two all staff meetings.
- b. Introduced the Self-Evaluation Form to the staff and provided guidance on submission of two individual professional development goals based off of the evaluation.

Assistant Director (Activities) Goal Update

1. Student Services

- Attended multiple IEP meetings
- Student Support Task Force Meeting
- Attended 504 meetings
- Contacted multiple families about students
- Work with SPED relating to student struggles

2. Communication and Interaction

- Working with a working group to update the school web page
- Communication Committee Meetings to work on Distance Learning and the web page.
- Delivered gifts to some seniors from a parent

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- Communicating with Spring coaches on current situation
 - Collected statements from students for United States Department of Education
 - Participated in weekly admin team meetings
 - Participated in director meetings
- 3. Facility Services**
- Overseen building B meetings
 - Oversee building B maintenance issues as they arise.
 - Working with Material Pick Up Group on end of the year drop and pick up of materials
- 4. Educational Leader**
- Supported teachers who needed some support in distance learning
 - Communicating with speaker on opportunity gap with staff for fall workshop week.
 - Led the Distance Learning Planning Group
 - Participated in The Mental Health and Wellness Group
 - Participated in The Counselor Support Group
 - Participated in the Material Pick Up Group
 - Led the Child Care Group
- 5. Governance and Policy Development**
- Revisit eligibility policy
 - Attended Finance Committee
 - Attended Communication Committee meeting
 - Attended all staff meeting
- 6. Staff Supervision**
- Gained access to google classrooms
- 7. Activities**
- Creating fall and winter schedules
 - Monitoring MSHSL decisions
 - Participated in MSHSL Lead workshop
 - We have students invited to the Minnesota state Orchestra or Band.
- 8. Academic Improvement**
- Due to distance learning we will not be doing ineligibility reports this Spring.
- 9. Financial Management**
- Reviewed the activities budgets. The extra busing fee is impacting budgets.
 - Discussed refund/donation form to go to families since spring sports are cancelled
- 10. Other**
- Continued conversation about graduation and lock in.
 - Wrote multiple letters of recommendations for students
 - Participated in YMCA Subcommittee meeting
 - Participated in YMCA board meeting
 - Met with the apparel committee to choose staff wear for next year.
 - Selected as one of the 6 AD's in the state to be spotlighted in the MNIAAA Spring newsletter.

Assistant Director (Middle School) Goal Update

- 1. Student Services**
- Facilitated student support process meetings
 - Providing support and leadership for PBIS team
 - Attended all 504 meetings and IEP meetings as requested
 - Have begun process to create virtual tours of MSA
 - Addressed questions and concerns from parents and students about distance learning
 - Communicated with MS students/families of students at risk of repeating courses
- 2. Communication and Interaction**
- 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

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- Participated in weekly admin and daily director team meetings
- Completed April Newsletter

3. Facility Services

- Coordinates building A maintenance needs with maintenance contractor
- Working to begin the installation of bottle filling stations on campus
- Verified installation of bottle filling stations in buildings A and B

4. Educational Leader

- Completed all required teacher observations per school procedures
- Attended grade level meetings as necessary
- Supported teachers who had questions or needs regarding distance learning
- Facilitating the professional development task force for 2020-2021
- Member of mental health and counselor support work groups for distance learning
- Lead four work groups for the distance learning plan. Continuing to monitor these plans.
 - Attendance data
 - Attendance procedures
 - IEP/504 Support
 - Internet/computer accessibility

- Working with licensed staff on license renewal procedures and requirements

5. Governance and Policy Development

- Chairperson of AFC
 - Continued work on the Carnival until it's cancellation o AFC committee re-disbursed funds raised through GTTM
- Attended May Academic Committee meeting
- Attended May Finance Committee meeting
- Helped complete work for Personnel committee

6. Staff Supervision

- Provided coaching to staff members if needed
- Distributed CEU's to staff for distance learning planning
- Supported staff via google classroom

7. Board of Directors

- Submits monthly AFC meeting minutes for BOD packet as needed

8. Other

- Assisting in planning of 6th grade information night to be held virtually in May
- Having discussions with admin team about graduation possibilities
- Supporting the completion of "Senior Spotlights"

High School Counselor Goal Update

- Continue to check in with students who may need academic and emotional support.
- Continue to send out a weekly check in to all high school students to give them the chance to provide feedback and initiate individual meetings.
- Continue to offer meetings with all junior students to discuss senior year, graduation requirements and post-secondary planning.
- Continue to work with and support 504 students as needed.
- Continue to participate in the monthly academics committee meetings and additional task forces as needed.
- Continue to work with senior students as they prepare for post-secondary by collecting post-secondary plans and transcript requests.
- Working with local scholarships and media to highlight senior students.
- Continue to monitor and coordinate AP testing.

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Middle School Counselor Goal Update

1. Preventative and Responsive Services

- a. Attend an average of at least three student lunches during the week.
 - i. I have been able to do this for the month.
- b. Implement and communicate to middle school staff a formal referral and follow up system by November 1.
 - i. At the SSm meetings teachers are to refer their students to me. I have a conversation of what support I can provide.
 - ii. Arrange and provide an external middle school assembly on mental health by spring break. Had mental health/social media for parents. Might consider doing one more as the feedback was that parents really liked it and wanted to hear more. This was done on December 3rd.

2. Academic Counseling

- a. Create a Friday schedule and present it to teachers during back to school workshops.
 - i. The schedule was shared however we are now not having Friday advisory time as we are distance learning.
 - ii. We no longer have extended day this year as we are not in session.
- b. Provide a professional development staff training on personality traits and their role in relationships by March 7th.
 - i. We were not able to provide this as our most recent day of PD was full and we are not in session to provide this opportunity to the staff.

3. Communication & Interaction

- a. Get into every 6th grade advisory class by the end of September to introduce myself.
 - i. Have gone to Eagle Bluff to introduce myself. I have also done one advisory lesson in every 6th grade advisory class.
- b. Provide an article on respect in the November and April newsletters.
 - i. I missed the november newsletter. I have also missed the April newsletter as I have been adjusting to distance learning.
- c. Host at least 4 groups focusing on different topics that those students are struggling with. These may include: organization, peer relations, mental health. I would like these groups to be 4-6 weeks in length.
 - i. I am having a hard time finding the time to fit in a group. Most teachers are unwilling to split their time so finding an effective time outside of friday advisory is tough. Will continue to look at options.

4. 504 Plan Coordination

- a. Review all 504 plans on an annual basis, based on plan implementation date.
 - i. Have had annual meetings for all 504 plans of those who requested. I have sent home reminders and invitations to all 504 students offering a meeting if they would like.

5. Academic Improvement

- a. Partner with the 6th grade teachers to teach a lesson on using the planner and staying organized by October 31st.
- b. Attend 85% of monthly Academic Committee meetings.
 - i. I have been able to be consistently attending the meetings both in person and via zoom.
- c. Team teach with the health teachers on mental health units.
 - i. Their mental health units were in the spring and we are not in session so I am unable to complete this.
- d. Provide academic departments and director with academic summary results within one month of their release.

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- i. I share all academic testing results with staff when I receive the information.
- e. Provide individual academic reports to departments within one week of requests.
 - i. I have given all departments the information I have within one week of requesting.

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. MCA testing is no longer happening for the year. I have provided updates regarding this after consulting with the director to the staff to keep them updated.
- b. Provide teachers and parents notice of the PSAT test date and location 1 month prior.
 - i. I sent the schedule to teachers one month prior to the testing date. I also sent emails home and students leading up to the testing date.

8. Student Representative Communication and Update

No report.

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

Board Committees:

Academics (Ms. Anderson): Report submitted. Met in May, talked about how to help some of the students who were struggling. What else could we do to help students not passing classes. Came up with strategies for that, as well as strategies for students who are struggling with distance learning. They came up with language for transcripts for report cards to identify grades earned during COVID - and our language is the same as many other districts. PSEO grades - many institutions are using pass or fail, this will not affect the student's GPA. Still working on eligibility policy. Discussed sixth grade orientation and 9th grade orientation. Discussed placement exams. Discussed moving to a single learning platform as a school. Next meeting is June 1 at 0800. Mr. Eng wondered what the process would be if we were to decide to go with one learning platform - next steps, timeline, etc. Mr. Gawarecki indicated that this was discussed at a staff meeting and there was much discussion regarding going with one platform. The majority want to go to one platform with the idea that they don't have to eliminate a secondary platform. Ideally we would like to roll something out at the beginning of the school year.

Annual Fund (Mr. Langseth): Report submitted. Things changed a bit since one of the things they were in charge of was the Dragon Dinner / Carnival. This was canceled along with the silent auction. They had about \$3,300 in funds that needed to be allocated - those were allocated to Justin and tech. Also went back and awarded some of the grant requests that had earlier been denied due to lack of funds. Lanseth noted that funds received from Dragon Dinner were usually received later in the year and need to be spent before June 30.

Communications (Ms. Kurkoski): Report submitted. Met on May 12. Looked at distance learning information on the website. Not many recommendations with regard to distance learning changes. Discussed one learning platform for the school. A group is working on activities handbook update. There is a sub-task force working on website content management so that communications are correct and up to date.

Personnel (Ms. Anderson): Report submitted. Met three times during the last month. Working hard to get the teacher part of the self-evaluation done so it can go in the staff handbook. Right now it's a self-evaluation form, next year it can be used for goals.

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Finance (Mr. Langseth): Report submitted. Mr. Langseth discussed the financials. Spring sports and spring activities balances may seem high, but some of those are being refunded. Moving in to next year we want those accounts to be as low as we can.

Motion to approve the April 2020 Financial Statement and Supplemental Information.

Moved by: Noah Langseth Second: Adam Bartz

Discussion:

None

A roll-call vote was taken.

Vote: 9-yes 0-no 0-abstain

The motion carries.

School Expansion Possibilities (Mr. Eng): Report submitted. Met end of April, no meeting in March. Meeting was to catch up, and get a consensus that expansion committee efforts will continue in the fall. Will pick up and ramp up on planning in additional meetings.

10. Consent Agenda

a. Annual Review

i. Policy 616 School District Accountability

ii. Policy 601 School District Curriculum and Instruction Goals

iii. Policy 603 Curriculum Development

Motion to approve consent agenda.

Moved by: Michelle Kurkoski Second: Cody Schniepp

Discussion:

None

A roll-call vote was taken.

Vote: 9-yes 0-no 0-abstain

The motion carries.

11. Old or Unfinished Business

None.

12. Items for Discussion and Decision

a. Update on Staff Handbook

Discussion:

Mr. Gawarecki sent out a document with changes this afternoon. Changes from last year are noted in yellow. Major changes include: clarifying the vision reimbursement is intended for the benefit of the health of the employee and/or dependents; how PTO is turned in; changing sub rates from \$140/day to \$150/day - this will have some effect on cashing in PTO; more fine-tuning on what is required for special events and how many hours of PTO are required if you miss one; teachers and staff of .5 FTE or greater, steps are outlined for posted positions; clarified background check requirements and procedures; conflict reporting and resolution section was added

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b. Approve Sub Rates and Hourly Rates of Pay

Motion to approve sub rates of \$150/day, night supervisor rate of \$20/hr, in school study hall supervisor of \$14/hr, lunch supervisor of \$14/hr, and before study hall supervisor of \$16.50/hr.

Moved by: Lisa Anderson Second: Cody Schniepp

Discussion:

Overall impact to the budget is around \$4,000. The rates are increased to stay competitive with neighboring school districts.

A roll-call vote was taken.

Vote: 9-yes 0-no 0-abstain

The motion carries.

d. Graduation Update

Discussion:

Mr. Gawarecki has been meeting every week. It is tentatively aimed for June 5 at 8:30 pm. More discussions and planning will continue to determine actual location and space for the cars and screen. Graduates and families do not get out of the car. Only the speakers will get out of the car. If it rains, then it will go to a virtual format.

Seniors will pick up a graduation gown and cap and take pictures this Friday. A composite will be done.

Motion by Lisa Anderson to recess until 7:50 pm.

Board convened at 7:50 pm.

e. Senior Party Update

Discussion:

Funds for seniors would be used for them. Options could be to provide something to the seniors such as MSA umbrellas, hand prints to put in the garden, gift cards, or other.

f. COVID Update

Discussion:

There are minor updates that include activities, testing and adjusted attendance reporting. Mr. Gawarecki updated that assigning grades have been reviewed with teachers. Discretion by the teachers. MDE guidelines are students to be held as harmless as possible.

A year end survey related to distance learning will be sent out.

Year end drop off and pick up will be the week of June 8. The process is still being reviewed.

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g. Fall Planning

Discussion:

There has been discussion from MACS about what the fall would look like. One of the major hurdles has to do with bussing since it is difficult to social-distance on a bus, etc. There are four different paths we are considering: blended learning (in -person with distance learning); all distance learning; all in-person; or in-person plus distance learning, the student decides which they want to do. The biggest problem is this is all very fluid, so it is difficult to know what the future holds. We are watching 833 closely since that will affect us due to bussing. We are also watching the Dept of Health and what they recommend. In July there will be a lot of movement with regard to what will happen due to recommendations from the Dept of Health. Most charter schools in the state agree with Mr. Gawarecki that teachers need a break. It's been a long haul on them, so having the month of June off will pay big dividends later. It would be difficult to expect to keep going all summer long. Mr. Gawarecki does not see an option that does not have some sort of distance learning attached to it. Mr. Aki noted that companies are letting employees work from home until the end of the year. That is another factor. Mr. Gawarecki stated there are a lot of ideas of how to configure things if we come back with only part of the students. Ms. Kurkoski wanted to highlight two points: some teachers are the only one who teach a particular subject, so the idea of one teacher at school and one doing distance learning would not work. Thus, asking teachers to do in-person and distance learning would not work for many teachers. Also, our current version of distance learning is not living up to our Mission and Vision. If we have to do long-term distance learning, we need to figure out how to meet our Mission and Vision. Mr. Eng has concerns about teachers having enough time to develop new curriculum for potential distance learning in the fall. Mr. Ellingson noted that social distancing is not possible with students passing in the halls or riding on the bus. Maybe it's as simple as only inviting one grade back in order to manage all the space. The Chair stated that waiting to July 1 to see what we can and can't do is too long. She thinks a committee can start to develop some possible options now.

h. Math Curriculum Changes

Discussion:

Mr. Langseth talked about the math curriculum changes. The curriculum historically used by MSA was developed by the initial math teachers. Throughout the history of MSA it's stayed more or less the same. Since that time, staff has turned over a lot. While Mr. Langseth likes the current curriculum, new staff does not necessarily understand the philosophy behind it. Moreover, there are no teachers' guides and it's difficult for some to just jump into it. The department looked at many different curricula, and they kept coming back to CPM. This is similar to what we've been doing at MSA, and CPM matches very well with what we as a school do.

CPM curriculum:

- Maintain MSA math philosophy
- Free professional development for math teachers
- Resources for math teachers including developed lesson plans
- eBook access for students
- Parent Guides for classes

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Previous Course Names:

6th Grade Math
Pre Algebra
Algebra 1
Algebra 2
Algebra 3
Pre Calculus
Calculus

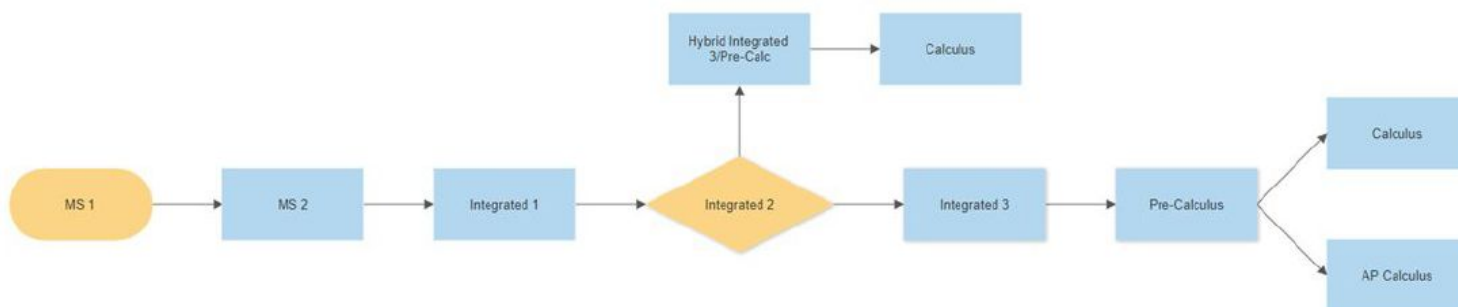
New Course Names:

Middle School Math 1
Middle School Math 2
Integrated 1
Integrated 2
Integrated 3
Pre Calculus
Calculus

These names are not really changing a lot, they're just being more true to what we are doing with math.

The "integrated" curriculum assimilates algebra and geometry, which Mr. Langseth believes is an effective way to teach these concepts.

We are seeing more 9th graders coming in and not being on track to graduate right away. The math department is adding a piece for the 2021-2022 school year which would be a hybrid Integrated 3/Pre-Calc course. It'll be a harder course, but it'll be for those who are not on track to graduate. A flow chart / progress map showing the new course is as follows:



Mr. Ellingson wondered about entitling the course "integrated." Does this provide enough clarity with regard to the content? Mr. Langseth indicated that including "math" somewhere in the title would probably help. Mr. Schneipp indicated that having a parent guide will be helpful.

Mr. Bartz had a question about using e-books given not every student has internet access at home. Mr. Langseth clarified that there will be classroom texts / physical textbooks that can be used if an e-book will not work for a particular student.

Mr. Eng wonders if there is another school who uses this curriculum who we could get feedback from. He does not want to solve one problem only to create another. He is trying to figure out what problem we are solving. Ms. Kurkoski noted that Hmong Academy uses it. Mr. Langseth stated the Anoka district is also switching over to CPM.

This will go to the academics committee.

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i. **Approve Self-Nomination Form**

Motion to Approve the Self-Nomination Form

Moved by: Michelle Kurkoski Second: Dan Ellingson

Discussion:
None.

A roll-call vote was taken.
Vote: 9-yes -no 0-abstain
The motion passes.

j. **Approve New Board Composition Process**

Motion to proceed with Option 1 as set forth in the packet at p. 78.

Moved by: Judy Seeberger Second: Adam Bartz

Discussion:
None.

A roll-call vote was taken.
Vote: 9 -yes -no 0-abstain
The motion passes.

k. **Final Board Summaries**

Discussion:
The Chair asked that those on committees please summarize a few of the important items that your committee completed this year to share at the June Committee update. Additionally, list tasks that remain, identify the person(s) responsible and approximate timelines.

l. **Approve Strategic Plan**

Motion to Approve the Strategic Plan

Moved by: Adam Bartz Second: Cody Schneipp

Discussion:
None

A roll-call vote was taken.
Vote: 9 -yes -no 0-abstain
The motion passes.

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

- a. **Eligibility Policy 510.1**
- b. **Staff Handbook**
- c. **Approve BOD Special Meeting on May 14, 2020.**

DRAFT - NOT YET APPROVED**14. Dates and Times of Upcoming BOD Workshops and Meetings:**

- a. BOD Special Meeting, June 1, 2020 at 5:00 pm
- b. BOD Workshop, June 15, 2020 at 5:00 pm.
- c. Regularly Scheduled BOD Meeting June 15, 2020 at 6:15 pm

15. Motion to adjourn at 9:06 pm.

Moved by: Jeff Eng Second: Michelle Kurskoski

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

Submitted:

Ia Xiong, Board Recorder

Approved:

Judy Seeberger, Secretary

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**Board of Directors
Special Meeting Minutes
Math & Science Academy
Monday, June 1, 2020
Great Hall / Electronically
8430 Woodbury Crossing, Woodbury, MN 55125**

1. Call to Order by Lisa Anderson at 5:02 pm

Vision and Mission read by Emily Wong.

2. Roll Call of Members**Present:**

Voting:

Lisa Anderson, Chair & Teacher Member
Jeff Eng, Vice Chair & Parent Member
Noah Langseth, Treasurer & Teacher Member
Judy Seeberger, Secretary & Teacher Member
Ramesh Aki, Parent Member
Cody Schniepp, Community Member
Dan Ellingson, Parent Member
Michelle Kurkoski, Teacher Member
Adam Bartz, Community Member

Non-voting:

John Gawarecki, Director (ex officio)
Emily Wong, Student Member

Absent:

Voting:

Non-Voting:

Steve Wuick, BKDA, Contracted Financial Manager (ex officio)

3. Approval of Agenda:

Discussion:

None.

Motion to approve the agenda.

Moved by: Michelle Kurkoski Second: Cody Schneipp

A roll-call vote was taken.

Vote: 9 -yes 0-no 0-abstain

The motion carries.

DRAFT - NOT YET APPROVED**4. Agenda Items****a. Graduation Update**

Mr. Garecki gave an update. Graduation is this Friday and will begin at 8:30 p.m. We will be meeting at the Hero Center in Cottage Grove. It is by invitation only. An email went out to parents of seniors for them to email John if they wanted to attend. Invitations are going out tomorrow. We have 81 spots. We have 7 staff members who have volunteered to work the parking lot. There will be a few select spots for staff members. Board members should have gotten an email from John inviting them - let him know by tomorrow yes or no if BOD members wish to be included. There are two situations which lead to the cancelling of the event and proceeding with a virtual ceremony: (1) if there is a change in plans for the Hero Center (due to protests, safety concerns etc), or (2) if the weather does not cooperate. The decision would be made by 6pm the day of graduation should anything change. Many senior parents have stepped up to help make this happen, so thank you to them. Jeff Eng wondered whether we have described to the BOD how we're running graduation. Mr. Gawarecki explained it will be a drive-in event, come in your car, and stay in your car the whole time. There are no facilities available. When you show up, you will be directed to a parking spot based on what kind of car you are driving - smaller cars up front. There will be a screen up front as well as a stage where live speakers will be giving their speech. The program will last around an hour. You will be given a time to arrive in order to keep it efficient and keep cars off the street as much as possible. You will be directed where to park. Stay in your car, you can roll down your windows, but keep body parts inside the car. Stay in your vehicle until it's over. Once it's over, you will be directed how to leave. It is one way in and one way out. There will be 2 officers on site to help with enforcement and any issues. Ms. Kurkoski wondered whether families will be notified there are no facilities. Mr. Gawarecki stated that yes, that's been sent out and will be sent out again.

b. Fall Planning Update

Mr. Gawarecki stated that not a whole lot has changed since the last meeting. There are 7 different options that exist nationwide as far as what school could look like in the fall. The question is will we see a spike in the virus in the next 2 weeks given the protests, etc. No one really knows. Depending on what happens will hopefully provide a lot of guidance as to what is likely to happen in the fall. There are two likely scenarios - we will either be in person (at MSA) or we will be distance learning. More planning meetings to come once we receive more guidance from MDE and MDH.

Mr. Eng wondered how dependent are we on what 833 decides? Mr. Gawarecki stated that a lot of that is based on issues of transportation. It would be hard to do in-person learning if we don't have bussing from 833. If 833 does distance learning, we will be doing distance learning. We don't have anything in the budget to do our own transportation. Ms. Kurkowski wanted to emphasize we can revise our current distance learning plan right now. What we have right now will not work for the fall. It is an emergency plan. We can start renovating that plan before July 1 so we have something actionable for the fall. Mr. Gawarecki agrees. Our distance learning plan we have now will change and won't be what we start with in the fall. He would anticipate we would need to use distance learning in some way next fall. Ms. Kurkoski stated we could have

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something ready in July and posted so people could comment on it and know what the plan was. Now we have time to really think about it and put together a plan.

The Chair noted that there is a disconnect between a couple of elements. Yes teachers need to know if there's distance learning, but what is that going to look like? There is a certain amount of planning that needs to take place by the school to filter down to the teachers so teachers can plan for different possibilities. We need to figure out what rigor looks like, how many days we are meeting each week, how many hours, etc. Those conversations need to be started before July 1 so teachers can start to plan. We are also doing a disservice to the community because parents are going to start hearing on July 2 what other schools are doing. And when they year that MSA doesn't know what they're doing, they will get apprehensive and perhaps shop around for other schools. If there are teachers who are willing to continue working on this, why are we not using those people to start working on the plan? She does not understand why we would wait. Mr. Eng offered one thought - ask ourselves how tied are we to 833? He wants to better understand - if 833 says they are going back, regardless of what they say, we may not be able to do that. Do we have the ability and gumption to not go back if 833 does? The other piece is the part where parents will be asking, and we have to have an understanding whether our school will be viewed as having a positive edge because we are smaller, or does that work against us because we are smaller and have fewer resources? Some of these things can be calculated before we get the July 1 update. Gov Waltz will not say we have to open our classrooms - he will say we can if we want. By then we need an understanding of how many of our staff will even feel comfortable coming back. How many students are comfortable coming back. There is a risk of parents asking and if we don't have an answer, we may risk losing a substantial percentage of students that we cannot fill.

Mr. Ellingson likes Ms. Kurkoski's idea - what would we change? We probably need to understand what the students are needing or missing. Do we have enough information from the students about what worked well/didn't work? The Chair noted her husband's school has already done surveys of parents and students about distance learning and what worked and what didn't. She feels that by not doing anything right now and just waiting, we are going to be way behind. Mr. Eng thinks 833 has also done that and has had focus groups to discuss issues for the fall. Mr. Eng believes another thing that might be tricky is scheduling students and the pressure that might cause Joell. We have to account for that, if she needs more help, or other things need to be done to help that all run smoothly. The Chair noted that they spent half an hour at the Academics Committee talking about what classes need to be changed if we go to distance learning. Why would we wait if we can start discussing it now? We need 4 weeks to come up with a good plan. If we don't start until July 1, she doesn't see how we can get it all done. Ms. Kurkoski noted AP teachers are planning things now. AP testing will be different. Teachers need to be able to adjust their summer assignments if needed.

Mr. Bartz asked, at this point what are the actions that we as a Board need to take? He is hearing a lot of concern, but not hearing anything that is actionable by the Board itself. Mr. Eng stated we are trying to get a better sense of what administration is planning to do and how they plan to do it. At a minimum, the Bard needs to become a little better educated on some of the options. Mr. Gawarecki stated a survey will happen at the end of the school year, so we will have a bunch of data from the staff, the students, and the parents. That information will help inform the discussion and gives us valuable information to consider. Having discussions with staff over the summer will happen. He is not opposed to pushing the timeline forward, but does need to make sure everyone

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gets a break, including administrative staff. If you take a week off to reflect, you will have a different outlook and new ideas. He is not saying we need to take the entire month of June, but some time to reflect would be beneficial. No doubt it's going to be stressful - no one knows what next year is going to look like. However, a break is needed after the school year is over for people to decompress and reflect. Mr. Eng agrees with that, but noted the end of school is in 4 days. He does not see any time in the next 4 days to get the surveys out.

The Chair thinks there are teachers who are willing to begin working next week to do this, so why not utilize those people. She would be willing to help out. Mr. Lanseth stated his concern with jumping in next week is that there might be some teachers not ready to go, but they jump in and participate because that's what others are doing. He likes the idea of having a break so some aren't pressured to jump in when they're really not ready. We do need a break, how long is the question. Mr. Eng stated that would be fine, but he wants a suggestion of how to set the deadlines so that it all comes together in the amount of time that we have. Mr. Langseth noted the biggest things teachers can start doing is plan on distance learning week one since it's easier to move to in-person from distance learning, than moving from in-person to distance learning. The bigger question is what is distance learning going to look like. Ms. Kurkoski noted there are questions she needs answers to before she can start planning distance learning. Yes, we need a break, but during the last 2 weeks in June we can meet. Plus, Justin will have information about technology that might be available. Once July 1 happens, we'll still be planning.

Mr. Eng wondered whether we have a liaison or some way to connect directly with 833. The idea would be to find out where they are headed, and what their current thinking is right now. Knowing where they are going may help streamline our planning. Mr. Ellingson wondered if 833 has done surveys and done focus groups, would they be willing to share that information with us? Mr. Gawarecki indicated we can check in with 833 to see what they'd be willing to share.

The Chair wondered whether there are some timelines we can put in place. Or should the Board form a committee to help get some of these things completed? Mr. Eng noted a committee would be useful, but he is not sure what their charge would be or the outcome. Would it provide information? Specific to choices we make? Specific to building curriculum? The Chair noted it would include all of those things, and also narrowing down what things are important to MSA and how do we make those things work for MSA. Mr. Lanseth stated he is not sure he likes the idea of setting up a committee due to open meeting requirements, etc. He is wondering what Mr. Gawarecki's plan/thought is on where we are in the process so teachers can start planning. Where will he start meeting with teachers to start getting that figured out. Mr. Gawarecki stated he is not opposed to getting this started before July 1. He also needs a break, and won't get one till the 3rd or 4th week of June. The timeline he's looking at is we have in place the survey results by 3rd or 4th week in June. Then by July 1 or July 2, be able to tell the teachers what they need to plan for. He will tell teachers at the staff meeting on Wednesday of this week that they need to start planning on doing some sort of distance learning this fall. There is nothing penned out as far as a timeline, but this is the skeletal framework he's thinking of. Mr. Langseth suggested a meeting before Mr. Gawarecki goes on a break then we can talk about different things teachers wanted from their surveys (and parents and students), discuss the feedback, then can make a plan to move forward. Mr. Gawarecki has no problem with that, and could even have a couple of meetings in there to go over data, brainstorm, then come back in July and hit the ground running. Ms. Kurkoski suggested the week of June 15-19 for a meeting. Mr. Gawarecki would want to do the meeting on June 15, he will likely start taking comp time on June 16. Ms. Kurkoski would also

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like Mr. Gawarecki to invite Justin because his input re tech would be valuable. Mr. Schneipp also wondered whether we have sufficient tech support, and will we need more. Mr. Gawarecki will create a task force for this rather than a formal BOD committee.

c. Approve Staff Handbook

The Chair opened discussion. Ms. Kurkoski noted that one of the last things to figure out is the conflict resolution form and its process, there were concerns expressed by administration that the language that she and Jeana had favored had an avenue - if someone had a conflict and sought resolution and it wasn't resolved, they could move up the chain of communication up to the BOD. The concern was if we include language about escalation, then the person may view that the conflict should be resolved in their favor. If you have language about escalation, they can keep going up the chain of communication to try to get their way, and this would promote that mentality. So they tried to rework it so that a resolution could occur that might not be to their satisfaction. Mr. Eng wondered whether anyone was saying there shouldn't be an option to escalate. Ms. Kurkoski noted that the other language for the form made it seem so. Mr. Gawarecki stated the biggest perception difference is the way the form that Ms. Kurkoski has shared gives the employee the perception that if they don't like what is decided by the Director, that they can appeal that to the BOD for a different separate investigation. Fundamentally, this is an administrative role not a governance role, so you would be opening the BOD to a lot of administrative work. Unless the Director made an error in applying the law or procedure, the decision of the Director is final. If you give the BOD the power to override that of the Director, you are now opening the BOD to administrative functions, and that is an overstep of the BOD function. MACS would agree with that. Mr. Eng stated as part of our governance, we need to ensure that things are working correctly. He doesn't agree that this stops because we are given governance and only governance tasks. Mr. Gawarecki noted that the BOD has administrative duties over the Director, so it's true that the BOD does not do strictly governance. Mr. Aki stated the BOD always oversees the process, so it is not necessary to put this into the process since it could be seen as some sort of entitlement. We would still have the option as a Board to review the process. Ms. Kurkoski questioned then how are we as a BOD going to know that - the person would have to come to us with concerns about the process. The reason why this language was put in was so that the person could have some sort of recourse if dispute resolution took place but the problem were to persist. Mr. Eng stated they have the option, it just would not be specifically written into the handbook. We don't want people misusing the process either. How do we strike a good balance between the two. The Chair noted there are issues with how to do that, but our policy (103) does say that they can take any complaints to the BOD. Maybe we just need simple language saying to follow the chain of communication since that is outlined in other places. Mr. Eng wondered whether we have that problem now. Are people making a complaint then seeking to drag it out to make everyone's life miserable? Ms. Kurkoski stated this came about because we couldn't put this language in allowing someone to file a complaint on the grounds of harassment, nor could we use bullying. Legal counsel advised we make this an HR policy. Mr. Gawarecki stated that legal counsel opined we could put in a conflict resolution section, though this is not typically what is done in schools. It does raise the level the school has for potential litigation against it because it now potentially has a policy or procedure that could be very difficult to enforce. There was some inaccurate information about this - students and staff have the option to raise an issue to the school so we can address it. Mr. Eng wondered did this language come from our attorneys, or at least the structure in terms of conflict reporting? Ms. Kurkoski stated the attorney recommended making this a procedure rather than a policy. There

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were a couple of other schools who had conflict resolution policies, then she was looking at generically what the goals of conflict resolution are. So she was using language that started out a little more corporate, but drafted it to fit MSA. Mr. Eng stated he is willing to give this a try, but it sounds a little odd. If we have an interaction that speaks to bullying and microaggression, the solution is not conflict resolution, that is someone taking advantage of someone else. That's not something to mediate. Ms. Kurkoski stated we can't call it harassment if you're not a part of a protected class. These are for those other situations that create a hostile work environment. Mr. Eng noted that's still not a conflict between two people, that's someone misbehaving. This is an odd way to do this. Mr. Langseth stated part of having a form and referring to it in the handbook, rather than including it in the handbook, is that we can revise it later without having to change the handbook. Mr. Gawarecki stated that, because it's in the handbook that brings up a question - you would have to go back and change that through the Board since it becomes part of the contract. If you just refer to it in the handbook and you do not include the form in the handbook, then you can change the form as needed. Ms. Kurkoski is ok removing form from the handbook, but wants to have the form available for teachers to reference - maybe it goes on the teacher drive. Mr. Eng wants there to be complete and accurate information. Mr. Langseth suggested putting an approval date on the form so you know you have the most current version.

Mr. Eng wondered about the vision reimbursement provision. The vision reimbursement was discussed and clarified.

Additional duties / PTO provisions were discussed. Provisions regarding background checks were discussed and clarified.

Motion to Approve the Amended Staff Handbook

Moved by: Michelle Kurkoski Second: Adam Bartz

Discussion:

Nothing further.

A roll-call vote was taken.

Vote: 9-yes 0-no 0-abstain

The motion carries.

d. Approve Contracts

i. Teacher Contracts

Motion to Approve the Teacher Contracts

Moved by: Cody Schneipp Second: Noah Langseth

Discussion:

Mr. Gawarecki stated the salary amount is based on FTE, years of teaching, and education. It's spelled out in the handbook. There will be 3 adjustments in the Special Ed Dept. We have a student with high needs coming in, so we will need to post for a new Special Ed teacher because this student will be receiving 1 on 1 instruction. Also, we will change 2 other positions to include a

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special ed coordinator and student service coordination. They will also have caseloads, and this brings us in line with MDE issues. We have 35 teachers and we will be adding one more, which is the Special Ed teacher. Pay increase for teachers overall is about 4.6%.

A roll-call vote was taken.

Vote: 9-yes 0-no 0-abstain

The motion carries.

ii. Counselor contracts

Motion to Approve Counselor's Contracts

Moved by: Judy Seeberger Second: Cody Schneipp

Discussion:

Mr. Gawarecki stated that early discussions were of these contracts going to teacher's scale. However, after looking at PTO, the counselors would be giving up the freedom to take this whenever they wanted, so they decided they wanted to stay on the salary they were on, but would get a 2% increase in their salary. Mr. Gawarecki also stressed he wanted them available this summer because of everything that's been going on, and they agreed to be available as much as they can over the summer. They will continue on this year with a salary contract. Ms. Kurkoski wondered about the part of the discussion for the teacher salary since they legitimately didn't have much to do over the summer. Aside from being available during the summer for staff, what would they be working on? Mr. Gawarecki noted they will be taking a lot of their PTO and comp time in the month of June. In July, they will also be taking some time. There are some things they will be working on, but not the big in-depth projects that had been discussed.

A roll-call vote was taken.

Vote: 9-yes 0-no 0-abstain

The motion carries.

iii. Administrators and administrative staff contracts

Motion to approve contracts for administrators and administrative staff.

Moved by: Judy Seeberger Second: Adam Bartz

Discussion:

2% increase across the board for everyone. According to the MACS compensation report, some of our administrators are among the lowest paid. Last year the Board was not able to give a pay increase, but gave them 10 additional PTO days. Teachers fall just slightly above average across all MACS schools that replied to the survey. The administrators - one of them is the lowest paid. They are on the bottom end. He is recommending 2% across the board just due to uncertainty over what is going to happen in the future.

A roll-call vote was taken.

Vote: 9-yes 0-no 0-abstain

The motion carries.

John Gawarecki left the meeting at 7:15 p.m.

Ramesh Aki left the meeting at 7:15 p.m.

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Board went into recess at 7:15 p.m.

The Board reconvened at 7:22 p.m.

e. Finalize the Director's Goals

Discussion:

The Chair indicated that we will talk about it and finalize things as much as possible, but will vote on it at the June regular meeting so that Mr. Gawarecki has a chance to comment on them. Mr. Gawarecki asked us to make sure that we wanted this Board to make the goals because it is the next Board that will have to evaluate the goals. Ms. Kurkoski stated what she tried to do was if there was an organizational or professional goal, to separate those and also include the end result. She also used the survey language and added some in there as well. She did her best to include goals that are measurable.

The draft goals document was discussed and changes were made. We will bring this back to the June regular meeting, and will be during the first part of the discussion before the Board membership changes.

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

- a. **BOD Workshop on Monday, June 15, 2020 at 5:00 p.m. in the Great Hall and remotely.**
- b. **BOD Meeting on Monday, June 15, 2020 at 6:15 p.m. in the Great Hall and remotely.**

6. Motion to Adjourn at 8:07 p.m.

Moved by: Adam Bartz Second: Michelle Kurkoski

A roll-call vote was taken.

Vote: 8 -yes 0-no 0-abstain

The motion carries.

Submitted and Approved:

Judy Seeberger, Secretary

Director's Report

1. Student Achievement

- a. MSA graduated 57 seniors as of June 10th. Graduation was held on June 5th.
- b. MSA Senior Alex Meyer was named as a recipient of The National School Choral Award on May 29th.
- c. Senior parade occurred on June 8th from 12:30 -12:45 pm.
- d. MSA had a rate of over 90% attendance on the last day of school!

2. Communication and Community Relationship

- a. An end of year survey was sent to parents for feedback on the school year and distance learning. Results will be presented to the BOD in July.
- b. On June 15th, a planning meeting was conducted for summer work groups with the goal of what school will look like in the fall.

3. Human Resources Management

- a. Teacher contracts were extended and collected for next year with all offers being accepted.
- b. As of June 12th, all but one Special Education employee returned their contract.
- c. Two open positions were posted on June 12th: Choir Director and a Development Delayed Special Education Teacher.

4. Facilities

- a. Woodbury Crossing will be under construction for the next 5 weeks. Visitors to the school should use caution when coming onto campus.
- b. Shielding barriers have been installed in the Building A and B offices along with the Business Manager's office.
- c. Improved handicap accessibility and adding COVID rooms are main priorities this summer.

Assistant Director (Activities) Goal Update

- 1. Student Services**
 - Attended multiple IEP meetings
 - Student Support Task Force Meeting
 - Work with SPED relating to student struggles
- 2. Communication and Interaction.**
 - Communicating with Spring coaches on current situation
 - Participated in weekly admin team meetings
 - Participated in director meetings
 - Called and emailed multiple students and families to check in
- 3. Facility Services**
 - Overseen building B meetings
 - Oversee building B maintenance issues as they arise.
 - Supervised Material Pick Up Building B
- 4. Educational Leader**
 - Participated in The Mental Health and Wellness Group
 - Participated in The Counselor Support Group
 - Participated in the Material Pick Up Group
 - Worked with math department on placement testing
- 5. Governance and Policy Development**
 - Revisit eligibility policy
 - Attended Finance Committee
 - Attended Communication Committee meeting
 - Attended all staff meeting
- 6. Staff Supervision**
 - Gained access to google classrooms
 - Reviewed Building B teachers' professional goals
- 7. Activities**
 - Creating fall and winter schedules
 - Monitoring MSHSL decisions
 - Participated in MSHSL Lead workshop
- 8. Academic Improvement**
 - Due to distance learning we will not be doing ineligibility reports this Spring.
- 9. Financial Management**
 - Reviewed the activities budgets. The extra busing fee is impacting budgets.
- 10. Other**
 - Graduation Ceremony
 - Wrote multiple letters of recommendations for students
 - Participated in YMCA Subcommittee meeting
 - Participated in YMCA board meeting
 - Ordered staff wear for next year.

2019-2020 Highlights.

I think the biggest highlights would be the girls' basketball game against Community of Peace Academy. The game was back and forth all night, The gym was packed and the crowd was going crazy. It came down to one basket. We might have lost but it is a night to remember for players and fans. It was amazing to see MSA as such a family.

The second one would have been playing at Target Center. This was such an amazing experience for all of the families. Very few people have the experience to play there and all of our basketball teams were able to have this experience.

Another highlight would be being able to give our seniors such a great graduation in the midst of all that is happening in our world.

Assistant Director (Middle School) Goal Update

1. Student Services

- Facilitated student support process meetings
- Providing support and leadership for PBIS team
- Attended all 504 meetings and IEP meetings as requested
- Have begun process to create virtual tours of MSA
- Addressed questions and concerns from parents and students about distance learning
- Communicated with MS students/families of students at risk of repeating courses

2. Communication and Interaction

- 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 daily director team meetings
- Completed May and June Newsletters

3. Facility Services

- Coordinates building A maintenance and HVAC needs with maintenance contractor

4. Educational Leader

- Attended grade level meetings as necessary
- Supported teachers who had questions or needs regarding distance learning
- Facilitating the professional development task force for 2020-2021
- Member of mental health and counselor support work groups for distance learning
- Lead four work groups for the distance learning plan. Continuing to monitor these plans.
 - Attendance data
 - Attendance procedures
 - IEP/504 Support
 - Internet/computer accessibility

5. Governance and Policy Development

- Chairperson of AFC
- Attended June Academic Committee meeting
- Helped complete work for Personnel committee and Modified transcript TF

6. Staff Supervision

- Provided coaching to staff members if needed

- Supported staff via google classroom

7. Board of Directors

- Submits monthly AFC meeting minutes for BOD packet as needed
- Attended May and June BOD meetings

8. Other

- Facilitated 6th grade information night on May 28th
- Attended graduation on June 5th
- Supporting material pick up June 8 - 10

2019-2020 Highlights

2019 started off like any other year; little did we know just how different it would be. I was excited to debut the use of the new lunch tables in the great hall. Although the students were less than excited, they got used to them and settled in at lunch. 2019-2020 also saw us expand our use of Fastbridge testing to gather additional data to support students. I am excited to continue that in 2020-2021.

In November, we made our goal for Give to the Max (GTTM), which meant I had to be a student for the day and also wore a dinosaur costume on a different day. It was great! It was a wonderful distraction and everyone, myself included, got a good laugh. The 2019-2020 school year also saw some fantastic professional development. Topics regarding mental health, culturally relevant pedagogy, and LGBTQ+ equality were all presented and very beneficial to staff. As we all know, the year ended on a less than desirable note with us in distance learning. However, I am very proud of all of the students, staff, and teachers at MSA for pulling together and doing the best that we could this spring.

High School Counselor Goal Update

- Continue to check in with students based on mental health needs.
- Finalize student PSEO grades and ensure completion of required courses and progression towards graduation requirement courses.
- Send final transcripts for seniors to the colleges they will be attending in the fall.
- Finalize AP testing.
- Continue to work with students who plan to participate in PSEO during the 20-21 school year.
- Continue to work with Joell to update student schedules.

Throughout the 19-20 school year there are a few activities that I would like to highlight. The first includes what has now become a yearly trip with the 11th grade students to the College Fair. This is always a great opportunity for students to initiate the college search and planning process. Another highlight included the various college planning workshops held for MSA high school families. This is always a great opportunity to meet families outside of school and engage in discussion on topics related to college and career planning.

In the early spring, a few highlights included the PSEO Night and the Junior Nights. These nights are important to disseminate important information to families as they prepare for PSEO and senior year.

Lastly, the AP testing was administered online this school year which led to an array of changes that both AP teachers and students needed to adjust to. As the new AP testing dates approached there was regular communication between AP teachers and AP students and myself to ensure everyone received the most updated and current information. In the end, students were able to test and there were minimal issues and testing complications.

Middle School Counselor Goal Update

As far as my goals go I have accomplished most of my goals. The only ones I did not get to were co-teaching a class for health and getting a memo in the newsletter for mental health.

A highlight for me this year was that I was creative in finding ways to connect with students. I did this by hosting lunch bunches with kids where we just eat lunches together and I also connected via email weekly to keep students informed and allow me to check in with how they are doing. This helped me connect with more students as I was able to share important information about upcoming things that were happening at MSA. Students also used my google form to do a self check in with themselves which they mentioned was helpful for themselves.

I will also say another highlight for myself was that I had testing very organized and ready to go way before what was needed. This allowed me time to fix any errors that arose and helped teachers feel prepared for the upcoming high stakes tests. I think I will keep these scenarios the same as they seemed to work well and I got good feedback back on how the process worked.

2019-20 Student Withdrawal Survey Results

Total number of students withdrawn as of 06/12/20: 17

All 17 families were sent the 2019-20 student withdrawal survey and 11 responded.

Survey questions and results were compiled by Joell Pundsack.

Grade 6: 2 students

Grade 7: 1 student

Grade 8: 4 students

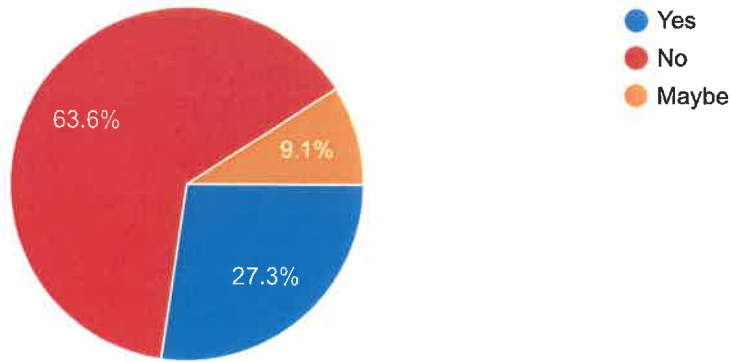
Grade 9: 2 students

Grade 10: 1 student

Grade 11: 1 student

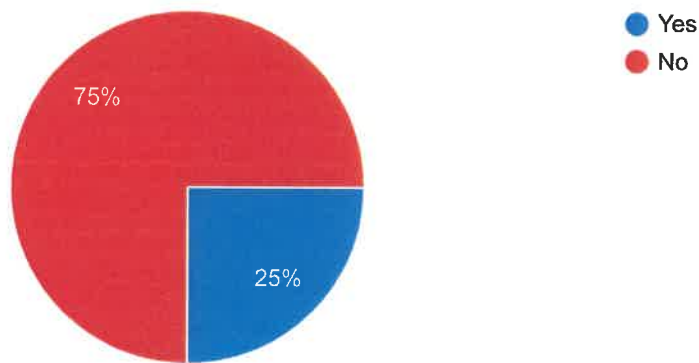
Is your child withdrawing because of extracurricular activities?

11 responses



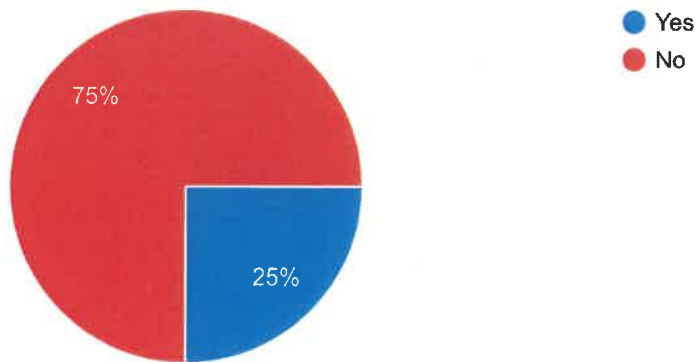
If your child is withdrawing because of extracurricular activities is it because MSA does not have enough athletics?

8 responses



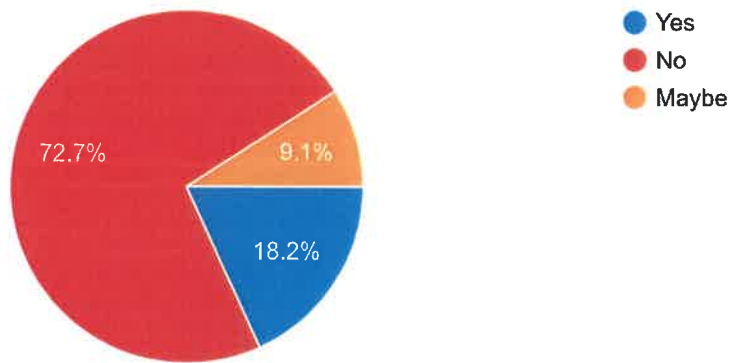
If your child is withdrawing because of extracurricular activities is it because MSA does not have a certain sport or activity?

8 responses



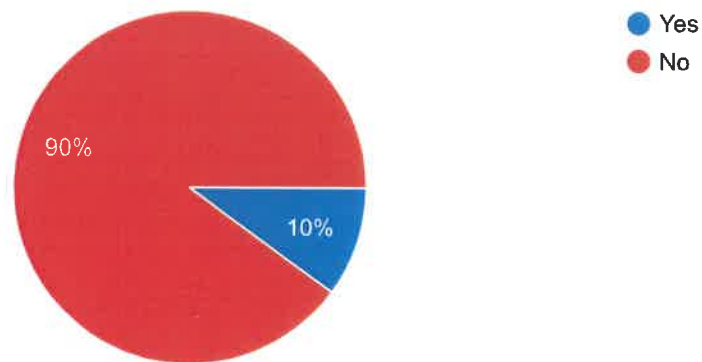
Is your child withdrawing because of academics?

11 responses



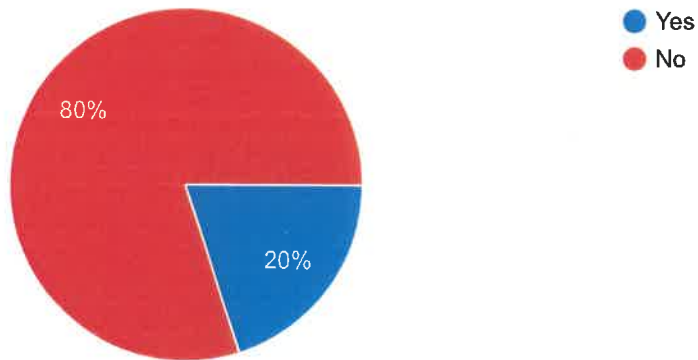
If your child is withdrawing because of academics, is it because of lack of teacher support?

10 responses



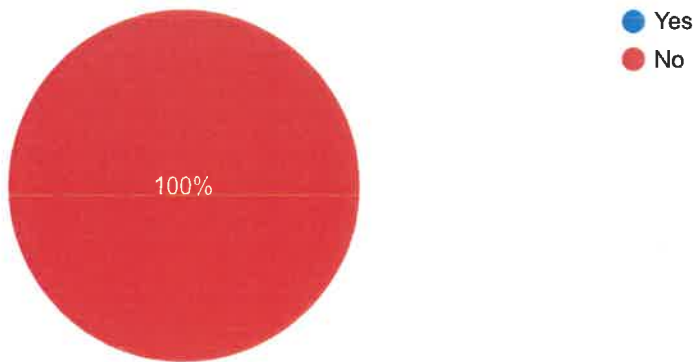
If your child is withdrawing because of academics, is it because of poor quality of teaching?

10 responses



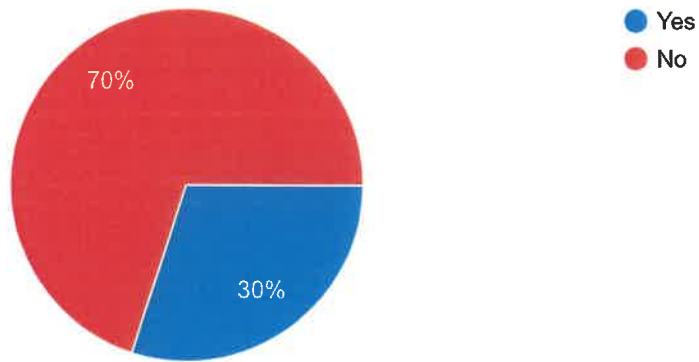
If your child is withdrawing because of academics, is it because classes were not challenging enough?

10 responses



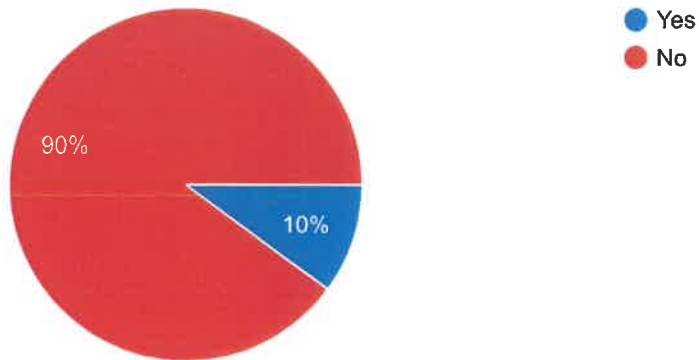
If your child is withdrawing because of academics, is it because the amount of homework was too much?

10 responses



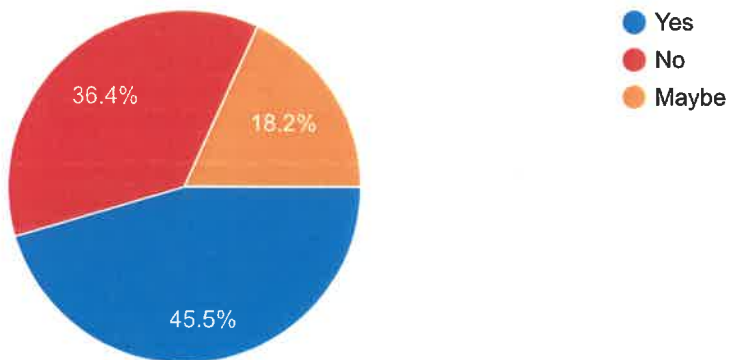
If your child is withdrawing because of academics, is it because your student is not on track to graduate from MSA?

10 responses



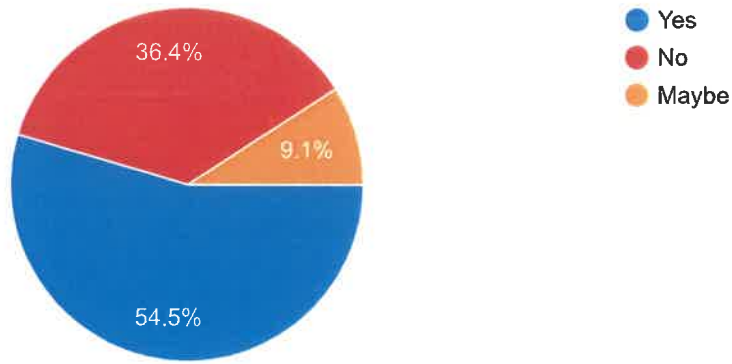
Is your child withdrawing because your student would like a larger school experience?

11 responses



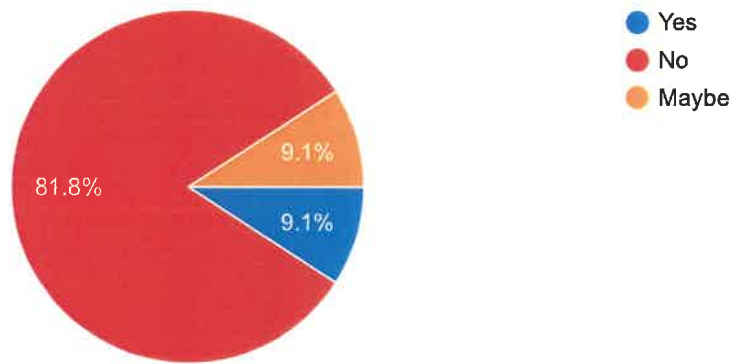
Is your child withdrawing because of wanting more of a social experience?

11 responses



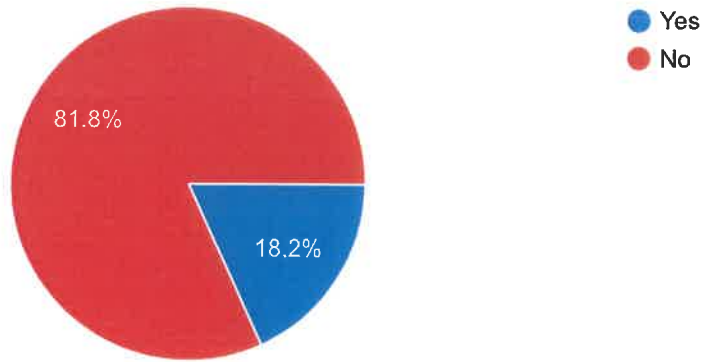
Is your child withdrawing because of their lack of friendships at MSA?

11 responses



Is your child withdrawing because of a parent/guardian relocation?

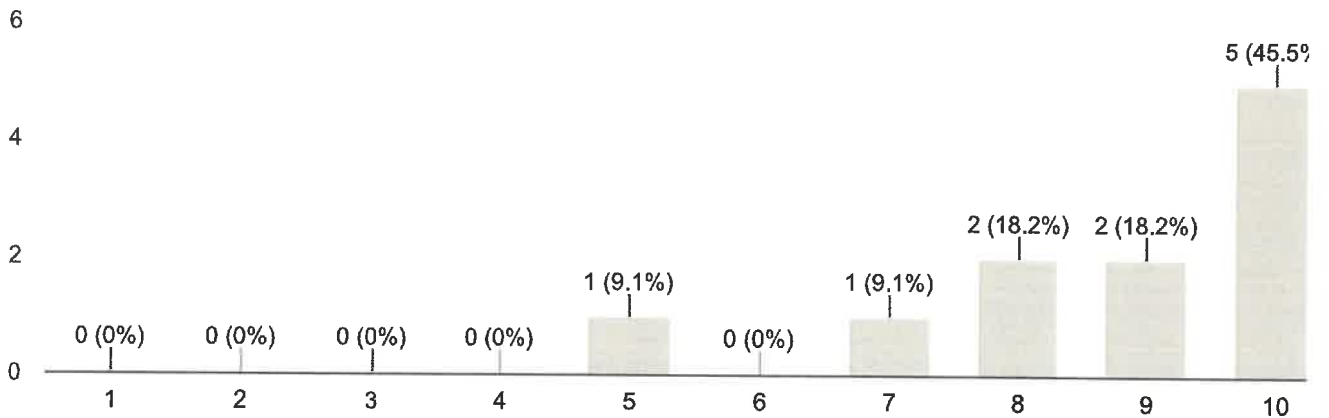
11 responses



On a scale of 1-10 (1=poor and 10=excellent) how would you rate the following

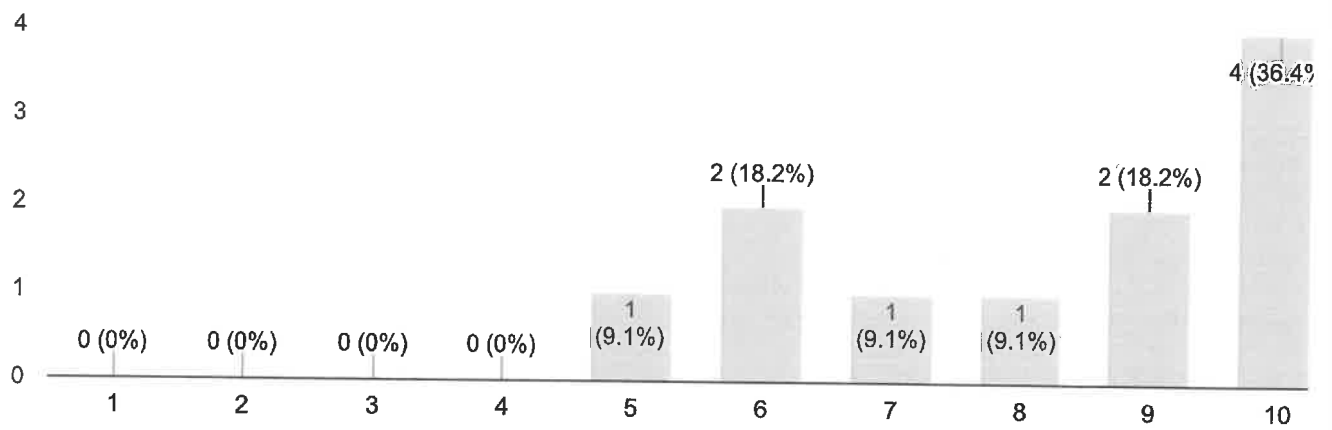
Academics

11 responses



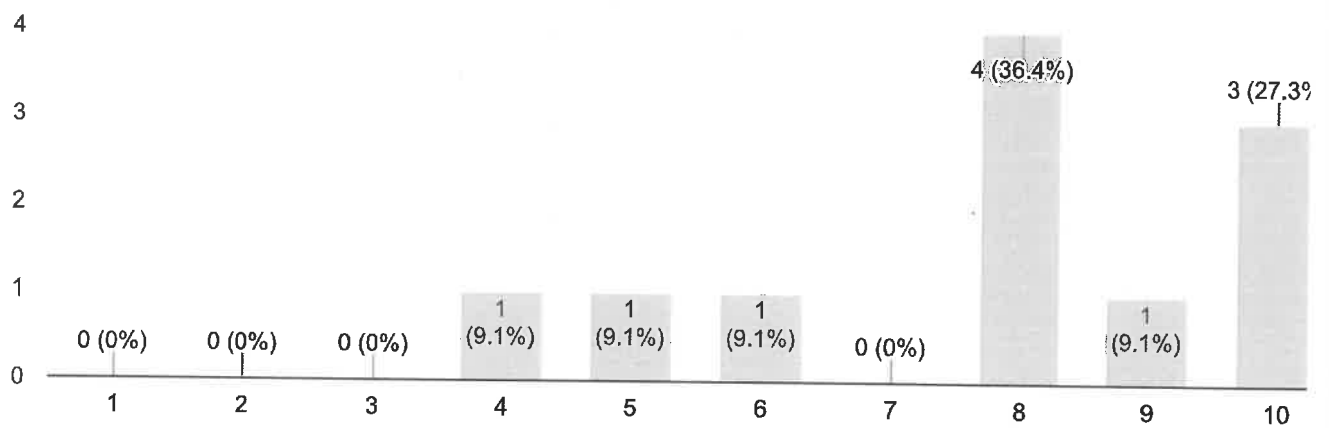
Class Options (middle school)

11 responses



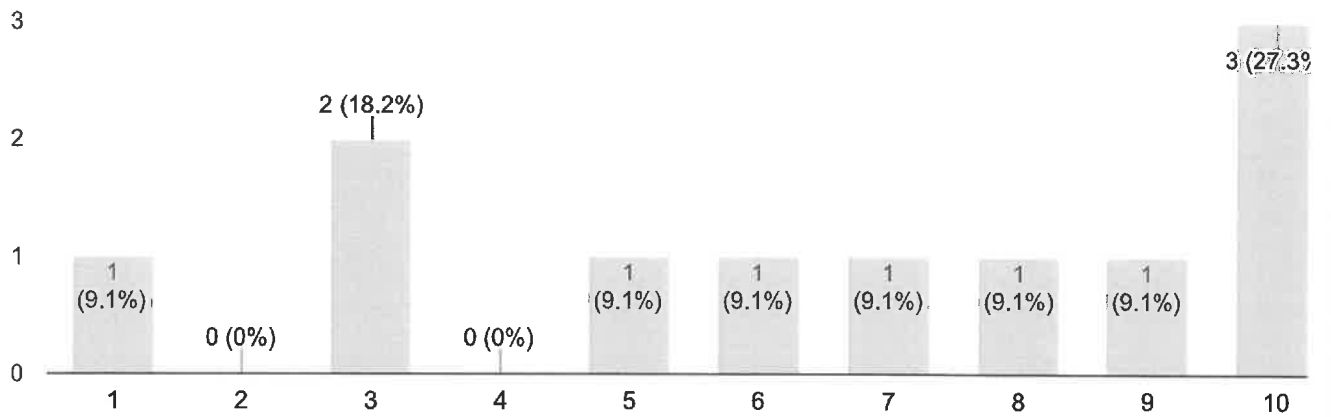
Class Options (high school)

11 responses



Extracurricular activities and sports

11 responses



Please add any comments here.

11 responses

Student Withdrawal Survey Comments

Next page

Student Withdrawal Survey Comments

Thanks for having us.

Too much homework and too many friends leaving for other schools combined for a less than desirable freshman year. This was a really tough choice. MSA is a great school with an amazing academic record. Unfortunately, (student) was feeling a real lack of balance between 'work and play' this year.

MSA is a great school. They take pride in the rigor of work and my daughter was challenged. She wants to experience a regular high school experience with more kids. MSA teachers go above and beyond. We have had a great experience academically, socially and with extra curricular activities. She did feel a lot of pressure to perform with high standards and peer pressure of not being perfect or above 4.0 from peers. She always made the A honor roll but felt it should be better. I reinforced well rounded was much better to achieve and straight As are good but get more from experience and not missing out.

Pickup and Drop Facility.

Our daughter is looking for a big school experience. Thank you.

We wish we could bring MSA with us!

Teacher quality is questionable, not very supportive, don't treat student fairly, no response to resolve any issue and etc...

We had tried to hook onto the East Ridge swim team and was rejected by MSA. Very disappointed. Also, not impressed with the elective offerings vs East Ridge.

We are leaving because the school day ends too late in the day. And the amount of homework expected to be done outside of school is too much. The burden of the workload and late dismissal time caused my son to hate school. He used to love school and learning.

Thank you MSA!

Thank you all very much!!

Academics: 2019-2020 Final Committee Update (6.10.20)

In addition to your regular report, please complete the following summary to be put in the Board Packet.

Name of Committee:Academics
Your name: Lisa Anderson
Name of the Chair:They will need a new Chair, but Lisa Anderson was the previous chair
Usual meeting time, place or other details: Usually Monday mornings at 8 am, but the new committee will decide. They do have a meeting scheduled on July 13 from 10-12.
Membership:Department Chairs, parents, administration and community members. Current members include: Lisa Anderson, Maggie Burggraaff, Tom Johnston, Joell Pundsack, Emily Graveen, Cheri Howe, Hannah Kostichka, Noah Langseth, Teresa Ward, Kirstin Knutson, Tara Richert, Noelle Haland, Kassie Larson, Wendell Sletten, John Gawarecki, Jennifer Heydt-Nelson, and Angie Haverland
Accomplishments this year:Modified Transcript Procedures were finalized, Eligibility Policy was finalized with more consistent dates and better language. The last three months were mostly focused on implementation of Distance Learning and hoping to plan for the next fall. Yearly Update: PD Goals were finalized to adopt a school-wide goal to increase non-fiction reading, however, the main implementation was supposed to start in January/February and then we were going to revisit the implementation at the end of March. But obviously because of Covid we were not able to implement some of the ideas, and did not revisit the goal. So I would suggest that we continue with that goal for next year. Additionally, MCAs and other standardized tests were not taken, so both the school-wide and department goals could not be measured. I predict that Covid will have long lasting effects on standardized test scores, however, that will be true for all schools.

Remaining Tasks	Who is responsible for completion of the task? (This might be a person or a smaller subcommittee.)	Expected Date of Completion
Recruiting Diverse Staff	John G is the Chair of taskforce	Will take break over the summer and continue work next year
Placement Exams for Spanish and Math	Chairs of Spanish and Math Departments	June, 2020

Orientation and MSA Tours for New Students	John, Tom and Shannon	Summer of 2020
Supplemental Online Learning Update	Emily G	Will take a break over the summer and continue work next year
Changing to One Platform	John G	June 2020
Math Curriculum Changes	Noah L	ongoing
WBWF	Tom T	Will take break over the summer and continue work next year

Any other important information that you think the Board needs to know?

There are a lot of Fastbridge, MCA, ACT, and goals that we are unable to measure because of distance learning. So the committee, just like every other school district's committee, will be unable to implement or measure certain outcomes.

Academics Agenda
June 1 2020

Members: Lisa Anderson, Maggie Burggraaff, Tom Johnston, Joell Pundsack, Emily Graveen, Cheri Howe, Hannah Kostichka, Noah Langseth, Teresa Ward, Kirstin Knutson, Tara Richert, Noelle Haland, Kassie Larson, Wendell Sletten, John Gawarecki, Jennifer Heydt-Nelson, Angie Haverland, ~~Valerie Meyer~~

1. Modified Transcript Update (Lisa) 2 minutes
 - a. Updated procedure is attached- please read before the meeting to save time

The update is finished. The biggest change is the curriculum cutoff is now a 25% of a change. This signifies a below average scoring. This is for middle and high school students and for different classes.

There are different numbers for the absences; these relate to the state levels of 20 days

Unenrolled is 15 days. Counsellors will meet with staff and students as soon as possible depending on the situation so that different alternatives can be offered to the family.

2. WBWF Updates (Tom) 3 minutes

No update

3. Eligibility Policy Update (Lisa)
 - a. D+ is still the cutoff based on the survey (75%)

75% of the staff said D+ is the cutoff. The dates have been synced up for next year's calendar. Roughly (except for mid and end semester), it's the first day of the month.

4. Placement Exams Update (Noah and Kassie) 3 minutes

Noah - the overall plan is to have students take the test with social distancing in different rooms with only a handful of students in each room. Might begin in late June at the earliest.

Kassie - hoping the few who need to take the test can do it when they take the math test.

5. Recruiting Diverse Staff Update (John) 2 minutes

A couple of parents are on the list to join the committee.

6. MSA Tours Update (John, Tom, Shannon) 3 minutes

Once school ends they will focus on this.

Tours will look different next fall even if we are on campus.

6th grade meet the teacher night was on Thursday last week. It went well with a Zoom to YouTube format. This will be looked at to be utilized for the upcoming year.

According to YouTube, 60 people watched it live. They were able to type in questions.

7. Orientation Update (John, Tom, Shannon) 3 minutes

They will work on this for the incoming 9th grade next.

8. Supplemental Online Learning Update (Emily) 3 minutes

This is looking different moving forward for next year, so this is on hold for now.

9. Changing to One Platform Update (John) 5 minutes

Financially, Google Classroom makes the most sense. Training will be offered before next school year. Supplemental/alternative platforms do not have to be removed, but should be included into the teachers Google Classroom as needed/if possible.

A decision has not yet been made about strictly going to one platform. This will be discussed later in the summer once we know where we will be teaching. It would be nice to utilize inhouse training for the staff rather than to hire out.

10. Planning for Next Year Update (John) 5 minutes

There are 7 different plans/options schools have identified of what school might look like next year.

Only 2 would work for MSA given our current staffing and physical layout of the buildings and our resources.

Plan for distance learning or in person. Other models will not likely work for MSA. The problem is our bussing situation because we do not control our bussing. The hardest part is how do we get our kids to school with the guidelines? The bussing is a large hurdle to

overcome.

There will likely not be much of a hybrid. Teaching during the day and online at night is too taxing and would be difficult to make work.

Hybrids have not been ruled out totally, but to make them work there are too many big hurdles to overcome to get campus ready for students/staff who would show up.

John is not directly talking with neighboring districts, but he is monitoring their procedures.

Should enrollment be a concern if we don't follow what other districts are doing? Where distance learning is going well, they are picking up extra students. This is actually how some schools are recruiting. Parents could essentially/ potentially jump ship once these decisions are made. It would be good to know ahead of time what the plan is.

Is there a plan to pay teachers extra for planning extra courses/curriculum over the summer because prep for teachers will be double?

There is no money in the budget to fund work over the summer. We cut a lot of expenses to make the budget balance this year. There are other parameters that need to be put in place. We put everything around our schedule for this emergency plan. Teachers need to have full plans moving into next year. Teachers should be paid for this, or it's not going to happen. A teacher survey needs to go out about what did and did not work for distance learning and what it should look like for next year.

Have meetings been happening? Is there PD scheduled for the summer?

Teachers have been struggling with this. We need planning time to meet and to work. There are numerous standards that need to be covered in an online format.

We need to discuss rigor for next year. We need to discuss how this looks with our mission. If we can figure out what we need, we can let families know what they need to do/know for next year. We need a message to our families who want to keep students at MSA. We need to provide clear confidence to these families that we have plans in place.

Joell has had parents who are on the waitlist or who were accepted who are confused about what this means for next year. Everyone is waiting to see what happens, so families don't know what the fall will bring.

Joell would like to provide a statement to send out to families about our rigor and what our expectations will be. She and John will work on a statement. Beginning with distance learning in the fall, we will need to have much more rigor. Distance Learning will obviously look different moving forward, otherwise we are not meeting our goals and missions as a school.

We cannot make a decision until July 2 because of MDE/the state.

We should be prepared to issue a statement on July 2 of what Distance Learning will look like at MSA. This will give parents a chance to decide what school they would like to attend in the fall.

One of our big selling points is community. When you're online it doesn't matter what class sizes are as a student. That is really more relevant to teachers.

11. Merit Promotion Procedure (Lisa) 5 minutes

- a. Current procedure is attached
- b. This was passed in September 2019 by the board

Social promotion has been brought up again. It has been decided that students will only pass with merit. This follows our vision and mission .

This should be across all grades. We need to know the kids in our classes have the skills, are taking responsibility, and are ready for the next class. Long term studies show in the short term there is a social benefit at first, but eventually it hurts them moving forward because they are inevitably behind. We do not want our rigor watered down. Part of our job is to try and give them access to whatever they may need. Some kids will not be successful. Then what do we do?

We shouldn't change our standards for a handful of students. We shouldn't do something different. If what we were doing isn't working for hundreds of kids, we would need to change. We are successful. We are the best school in the state. People look to us for what we offer and especially our rigor.

Tough conversations need to happen when we don't socially promote. It's uncomfortable, but it's part of what we need to do to keep the vision and mission of MSA.

What is the pressure right now? Are there families asking about social promotion?

Kirstin brought up concerns that involve MCA testing. When students are behind in certain classes and go to take their tests, some of these students have not heard or seen this material before. It seems like setting the kids up for failure.

Conversations overheard make it sound as if some teachers aren't being fair about social promotion. Are students being held to the same requirements for social promotion or not? Is this an equity issue? We need to ensure all students have the same opportunities. Are some students being socially promoted or given a break when other students are not? It has to be equal across the board. Are there implicit biases that go into this decision making? All students should have an equal opportunity and equal access. Implicit bias is part of our PD plan for next fall. The inequity is a concern. We do not want a blanket social promotion plan.

Last year we worked on procedures to make it more equitable. Putting procedures in place will help. People choose our school for the rigor, if we pull away from that, we will lose students and parents. Some parents are good at manipulating the system.

Who are the students who aren't moving on and why? We know there are systemic issues. What can we address here? How can we help and what changes can we make to help them? Socially promoting them to keep them with their class is something we shouldn't do. The excuse of being lazy, not doing work, not caring, needs to be looked at.

Some students who are repeating classes are still not passing. But if they fail again, how can we help them? It is not a great option to let them continue to fail. Are there other supports that students can have? If this is what sets MSA apart, not all students are a good fit for MSA. But we want these reasons to not be that we didn't meet their needs.

Part of the response needs to be applying rules/procedures to all students. We should not wait until the end, but other supports need to be in place to help teachers support the students who are in need.

Is there a certain point where that grade is still an F with supports?

There is only so much we can do to support students, and we need to show the work. For some students, if they feel a teacher is looking down on them or doesn't like them, they are not likely to work for that person. For them, the relationship is key. If they don't feel respected or valued, they are less likely to work for that person. We need to look at it from the start. It's frustrating to hear a teacher say one thing during a meeting, but hear them say the opposite after. It would be better not to sugarcoat what is being said at a meeting. The relationship between students and teachers is important. If for a reason that student and teacher clash, and there are no other options for a teacher to begin a new relationship. If it is a personality clash, our students are limited. Our school is small, and that isn't an option most of the time.

We need to have something in writing. Let's look at the reasons why some kids are perceived to be socially promoted over others. Then we could have proof to show that this is the reason why for moving forward or holding back. We are training them to be good citizens and good peopold. It's not just the job it's the daily day to day. Kids still need to do the work. We need a policy to show the kids.

Maybe MSA is the wrong fit. We are a choice school. It's not always our student's choice when parents are making them stay here. Sometimes parents want a sibling to get in. We need to look at the whole picture of the student to support them to give them a chance. There are numerous reasons kids leave MSA. Kids have been saying they are here for other siblings for years.

Kirstin and Emily need to feel safe to have the ability to address inequity with the admin and not be punished for this. A constructive conversation needs to happen. We need to make sure that it is an important thing for us to state concerns to ensure there aren't equity issues here. It's an issue of leadership and needs to be equitably applied. It's important.

It's time for more complicated conversations.

Our PD for next year will focus on inequity. We need to look at Student Support Meetings as well.

12. Changing Electives for next year because of possible distance learning (5 minutes)

Engineering will not work as an online course. Cheri would like to change to a different class for next year, Astronomy. Maggie would like to switch Speech to something else for next year. Kerri and Jen need to change some of their courses because much of it isn't applicable for online.

Jen isn't sure what other schools doing for art. It is difficult to determine what art courses work well for distance learning. The rigor is gone right now, and she can't be there to help them.

Music is missing the ensemble time. Right now it's focused on solo. It's too much screen time. It's not fun anymore.

PE has received positive comments. They required some interactive assignments with siblings/parents. They focused on engaging. What they have come up with has been successful, so far. Health only missed out on one unit. They worked on outside the box learning and activities. Numerous positive responses from kids and families have been received.

A number of students want to go into yearbook or other courses to change their electives.

Other districts are suggesting not offering enrichment courses so students have time to focus on core courses. Should some of these courses be removed?

How do I teach PE when kids need to wear masks?

Teachers need some direction about whether they can make changes for courses moving forward.

Will MSA be 100% as it always has been? If we need to focus on rigor, then should this look different?

When will teachers know if they can change their classes or not?

If a teacher has an elective and wants something that will work better for distance learning, then a change can be made. We are better off going forward with something that will work.

John's intent is to keep everyone hired and working. We keep enrichment courses, but they will look different from core classes. Furloughing teachers is something we want to do. This could drive kids away. This is part of the rationale of keeping as much of your current programming. Elective/enrichment courses can be changed. We can change and adjust as needed. It can be in a short amount of time.

This will be discussed at the staff meeting on Wednesday.

We're going to keep the titles but change the course? Speech can be twisted/shifted to poetry. And still get some of the fundamentals.

If engineering needs to be changed to astronomy as a necessity, there is flexibility.

What about courses that need to make a huge pivot in music and art? Where is the support and planning and pay for this?

Instrumental stuff can be done. Theory can be taught.

When do these decisions happen to change things?

Do students get placed in the replacement course?

We want a decision to be made when all of this will be decided for MSA.

Distance Learning and In Person plans need to be made.

Can there be distance learning plans and in person plans? Can there be a distance learning schedule and an in person schedule?

Things need to be thought about differently.

Middle school kids are just placed in enrichment. Why would we try to make the teacher not be truthful with the class.

Why is the title and description not changing?

Having two separate plans/schedules moving forward would be wise. We are talking about extra preps moving forward.

Is hybrid completely out of the picture? Could electives meet occasionally?

Colleges are planning for different scenarios.

13. Math Curriculum changes (Noah) 5 minutes

Changes are not significant as to what and how they are learning material. Looking at CPM curriculum. It is a curriculum where everything is established, there are teacher resources provided.

Our past curriculum was great, but cannot be maintained or brought up to date.

CPM mathes our philosophy. This is a good direction to go. We will plan to change the name of classes. It makes it more clear what is being taught. Course descriptions and content will make it clear what is being taught.

Students who are not on track to graduate have not had a good way to get them back on track, once they get to Integrated II, Integrated III and Pre-Calc could be taken as a hybrid course and still take Calc as a senior. It is not clear what this course would look like. It is for students who are behind and are not going to graduate.

Most summer school options do not go beyond Algebra II.

The course description is not an opportunity to go faster. It's to help students stay on track.

Not holding it as a traditional class is something we may need to look into.2021-2022

What will be built into the class for those who struggle in the Integrated (9th grade) class?

Smaller class sizes

What about MS Math 1, if students fail it, then they will be behind?

Yes, it will still be the same as right now, but they could move to the Integrated 9th grade class and could maybe be on track to graduate.

Maybe those students will be in the integrated 9th grade class should be offered more than 1 class credit, so they are working harder and spending more time on it.

At the Hmong Academy, they switched over all at once, against the advice of the company's coach, and it didn't go as well. They suggest that MSA start in 6th the first year and implement over time?

The Integrated system allows for a faster opt-in system and the math department has been piloting some of it in a few classes. They plan to jump in, but not next year.

Next Meeting: Will be July 13 from 10am-12

Personnel: 2019-2020 Final Committee Update (6.10.20)

In addition to your regular report, please complete the following summary to be put in the Board Packet.

Name of Committee: Personnel
Your name: Lisa Anderson
Name of the Chair: Lisa Anderson
Usual meeting time, place or other details: We don't have a meeting scheduled at this time, but recommend a July meeting
Membership: Open to everyone, but needs administration, teachers, and at least one board member. The current members are Jessie H, Lisa A, Heather R, John G, Annie C, Tom J, Shannon F, and Jeff E
Accomplishments this year: The Staff Self-Evaluation form was completed and we updated the Annual Evaluation Process in the staff handbook. We partially completed the Director's job description and will continue with that.

Remaining Tasks	Who is responsible for completion of the task? (This might be a person or a smaller subcommittee.)	Expected Date of Completion
Complete the Director's Job description	Entire committee	One more meeting is necessary
Rough outline of timetable for evaluation	Entire committee	One more meeting is necessary
Collect and create documents for the the directors yearly evaluation (This does not necessarily include the director's goals, but goals could be developed from these documents.)	Entire committee	Next fall (a few meetings)
Assistant Director(s) Evaluation Process	Entire Committee	Winter
Uniformity of the documents	Entire Committee	Spring

Formalize the uniformity of the hiring process	Entire Committee	Spring
Update the staff evaluation process	There will be a different taskforce set up to complete this.	

Any other important information that you think the Board needs to know?

2019-2020 Final Committee Update

In addition to your regular report, please complete the following summary to be put in the Board Packet.

Name of Committee: Annual Fund Committee (AFC)
Your name: Tom Johnston
Name of the Chair: Tom Johnston
Usual meeting time, place or other details: 3rd Wednesday of the month, 4:30 pm, Rm. 5A
Membership: Noah Langseth, Deborah Webster, Justin Gehring, Liz Eide, Tom Johnston
Accomplishments this year: We had two successful events and were on our way to a third before the carnival was cancelled due to COVID-19. We raised more funds during the Family Fun Shoot on October 5th than years past and we exceeded our \$50,000 goal for Give to the Max. Overall, it was a great year for AFC.

Remaining Tasks	Who is responsible for completion of the task? (This might be a person or a smaller subcommittee.)	Expected Date of Completion
None		

Any other important information that you think the Board needs to know?

- Planning for the 2020 Family Fun Shoot, which would be in the fall, typically begins in the summer. Given the current pandemic, the status of that event is unknown and will be determined later in the summer.

2019-2020 Communications Committee - Final Update

In addition to your regular report, please complete the following summary to be put in the Board Packet.

Name of Committee: Communications Committee
Your name: Cheri Howe
Name of the Chair: same
Usual meeting time, place or other details: 2nd Weds of the month, 4:30 pm, Rm10A
Membership: MSA administrative staff; contracted technology coordinator; interested parents, teachers, and students
Accomplishments this year: <ul style="list-style-type: none">• Completed review of parent, student and teacher surveys• Addressed areas of concerns/ideas from surveys• Rolled out Teacher-Parent Communication weekly update• Identified communication responsibilities and persons responsible (see 9/18/19 minutes)• Updated information and streamlined tabs on MSA Website• Added Distance Learning microsite and facilitate discussion on how to communicate to MSA community• Communicated email communication response time between parents, teachers and administration• Started discussion on moving to one learning platform• Improved teacher and student dashboard on website• Created and installed digital signage for activity information in several buildings• Created BOD profiles on website• Working with BOD to increase BOD online presence• Communicated information re: teacher-parent weekly update and GoGuardian info at staff professional development workshop• Delineated MSA website Community Calendar vs. rSchool calendar• Updated Facebook and Press Release guidelines• Facilitated discussion on numerous communication issues and directed to responsible entities for resolution• Initiated discussion to begin planning for what school will look like in the next school year in light of COVID-19 guidelines

Remaining Tasks	Who is responsible?	Expected Date of Completion
Meet in July	Cheri H. schedule and create agenda for members attendance	Late July
Fix teacher-parent communication weekly update - does not consistently notify teachers to complete update every week	Justin G.	By start of 20-21 school year
<ul style="list-style-type: none"> ● Add culturally relevant dates to MSA Community Calendar ● Maintain calendar 	<ul style="list-style-type: none"> ● Michelle K. and student group ● Carrie H. 	Past due goal
New parent members sign up for BOD-Communications Committee at Open House	Michelle K.	August 27, 2020 (or online if in DL)
<ul style="list-style-type: none"> ● look over the list of who is supposed to be responsible for the different sections on website and have summer meeting ● Mobile access of website ● graphic and website content updated 	<p>Website Content Management Sub-Committee (Justin G., Heather K., Girish J.)</p> <ul style="list-style-type: none"> ● Justin G. ● Justin G. ● Carrie H. and Justin G. 	<p>Summer</p> <p>Ongoing</p> <p>Ongoing</p>
<p>All of the info about activities and website updates will be the responsibility of this group, and they will report progress at Communication meetings.</p> <ul style="list-style-type: none"> ● rSchool issues 	<p>MSA Activities/Website Communication Sub-Committee (Shannon F., Carrie H., Justin G.)</p> <ul style="list-style-type: none"> ● Shannon F. and Carrie H. 	Ongoing
<ul style="list-style-type: none"> ● Fix non-functional digital signage ● Install digital signage in all buildings 	<ul style="list-style-type: none"> ● Justin G./ Computer Club ● Justin G. /Computer Club 	<p>Past Due</p> <p>Ongoing</p>

<ul style="list-style-type: none"> ● Update electronic messaging screens ● Staff biographies on website - who responsible to signal updating and monitor updating 	<ul style="list-style-type: none"> ● Carrie H. ● ? 	Ongoing annually
BOD Communication improvements <ul style="list-style-type: none"> ● Automated chatbot - explore/share results ● BOD Blog - explore/share results 	<ul style="list-style-type: none"> ● Justin G./ Computer Club ● Justin G. 	Past Due Past Due
Create an online MSA room/space reservation form	<ul style="list-style-type: none"> ● Justin G. and Kevin L. 	Past due
Brainstorm ideas and develop a global external communications guideline plan to communicate to the MSA community (delayed due to COVID-19)	<ul style="list-style-type: none"> ● Communications Committee 	Begin discussion next school year
Create a video conferencing best practices document for teachers/students expectations during distance learning	<ul style="list-style-type: none"> ● Justin G., Heather K., Michelle K 	Before next school year?

Any other important information that you think the Board needs to know?

- Many of the issues brought to the Communications Committee would not be necessary if entities responsible for the issues resolved them in an efficient and timely manner
- The Communications Committee is one of the few BOD committees that has a good representation of parents and teachers to help resolve community communication issues
- The BOD should reflect on the purpose of the Communications Committee (and all Committees) and provide direction as it moves forward into the next school year

Finance Committee Meeting Minutes

June 8, 2020

4:30 pm

Attendees: Noah L., Cody S., John G., Ken L., Steve W., Shannon F.

1. Financials - May
 - Revenues and expenses are about where we could expect at this point.
2. Professional Development
 - Make sure to announce date to submit PD requests for next year
 - May 15
 - One outstanding request
3. Finishing out the year
 - Activity Funds
 - Most activities have spent down most of their money.
 - Shannon will reach out to Wendell about the theater funds.
 - Extra money - donations/sponsorships
 - If dedicated to an activity, they will need to spend
 - Non-directed funds will be used to balance the budget
4. Next meeting - Monday, August 17, 2020, 4:30PM

2019-20
 2019-20
 FYTD Activity

FD T ORG PRG CRS FIN	OBJ	Batch	Vendor Name/Ref	PO#/Line#	Description	Inv#/Desc2	Inv Date	Chk#/Rec#	Check Date	Amount
01 R 005 000 000 000 096	096	19-50183	1,758.76	5	YourCause - Wells Fargo - Annual Fund - Anonymous Employee		05/28/20	268		-22.86
05/30/20	CR	19-50183								
05/30/20	CR	19-50183		6	CAF America - 3M - Annual Fund - Company Match		05/28/20	269		-40.75
05/30/20	CR	19-50183		7	CAF America - 3M - Annual Fund - Employee		05/28/20	270		-40.75
					May					-104.36
					*01 R 005 000 000 000 096					-104.36
					*Cash Receipts					-104.36
01 R 005 000 265 000 096	096	19-50172	74,715.41	1	Donations from Bowling and History Center (Annual Fund)		05/04/20	253		-1,510.00
05/04/20	CR	19-50172		12	US Bank - Annual Fund		05/04/20	260		-544.44
05/29/20	JE	19-10044		3	Annual Fund		05/29/20			-1,665.00
05/30/20	CR	19-50182		2	Field Trip Fees Donated to School		05/21/20	262		-225.00
05/30/20	CR	19-50183		2	MightyCause - Annual Fund - \$20 Boudjouk, \$10 Anonymous		05/28/20	265		-25.00
05/30/20	CR	19-50185		1	Amazon Smile Deposit		05/21/20			-119.71
					May					-4,089.15
					*01 R 005 000 265 000 096					-4,089.15
					*Cash Receipts					-2,424.15
					*Journal Entries					-1,665.00
01 R 005 000 906 000 096	096	19-50183	1,000.00	4	MN Assoc for Childrens Mental Health - PBIS Subaward		05/28/20	267		-1,000.00
05/30/20	CR	19-50183			May					-1,000.00
					*01 R 005 000 906 000 096					-1,000.00
					*Cash Receipts					-1,000.00
01 R 010 298 413 000 096	096	19-10042	13,864.00	2	Transfer from Chess to FRC Robotics		05/29/20			-699.00
05/29/20	JE	19-10042			May					-699.00
					*01 R 010 298 413 000 096					-699.00

FD T ORG PRG CRS FIN OBL FYTD Activity
 01 R 010 298 413 000 096 (continued)

Date	Src	Sub	Batch	Vendor Name/Ref	FO#/Line#	Description	Inv#/Desc2	Inv Date	Chk#/Rec#	Check Date	Amount
01 R 010 298 437 000 096	JE	19-10042			1	Transfer from Chess to ERC		05/29/20			699.00
						Robotics					699.00
						May					699.00
						*01 R 010 298 437 000 096					699.00
						*Journal Entries					699.00
01 R 010 298 445 000 096 096	AP			AP051120 LEAH FEATHERSTONE	0	Refund of Donation	5/7/2020.2	05/07/20	201901061	05/11/20	250.00
						May					250.00
						*01 R 010 298 445 000 096					250.00
						*Accounts Payable					250.00

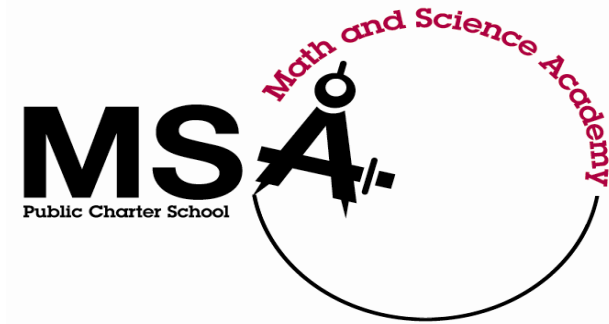
Grand Revenue Totals 90,639.17

Total for Accounts Payable 250.00
 Total for Cash Receipts -3,528.51
 Total for Journal Entries -1,665.00
 Grand Total -4,943.51

Number of Accounts: 6

** The report displays only accounts with activity in the date range selected.

***** End of report *****



**Math and Science Academy
Charter School No. 4043
Woodbury, MN**

Financial Statements

May 2020

**Math and Science Academy
Charter School No. 4043
May 2020 Financial Statements**

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Statement of Revenues and Expenditures	4
Student Activity Account Balances	7

**Math and Science Academy
Charter School No. 4043
Executive Summary**

Balance Sheet

The beginning balances shown on the Balance Sheet are based on the actual ending information as of June 30, 2019 while the ending balances reflect the YTD balances.

PY State Aids Receivable represents the amount of the 2018-2019 holdback that is owed to the school at this time. This will be repaid throughout the 2019-2020 fiscal year.

CY State Aids Receivable/ (Deferred Revenue) represents the estimated amount that the State owes the School for the current fiscal year. If this amount is negative that indicates that the State has overpaid the school at this point in time.

Federal Aids Receivable represents the amount of federal funds that are owed to the School at June 30, 2019 and YTD.

Due From Other Funds represents the amount owed to the School by the Math and Science Academy Building Company.

Prepays represent items that have been paid for as of June 30th, but the expense will not be realized until after July 1.

Salaries and Wages Payable as well as Payroll Deductions and Contributions relate to salaries and benefits owed as of June 30th but will not be paid until after July. This primarily consists of the "summer paychecks" and related benefits for the teachers.

Due to Other Funds represents the amount that the School owes the Building Company at year end.

Accounts Payable represent amounts due for invoices received but not paid as of the end of the period.

Accounts Payable, Student Activity Accounts represents the total amount available in the various student activity accounts.

The beginning fund balance as of July 1, 2019 is \$2,121,092 or 38%. Our budgeted surplus for the 2019-2020 approved revised budget is \$1,565 which will result in an ending fund balance of \$2,122,657 or 37%.

**Math and Science Academy
Charter School No. 4043
Executive Summary**

"Hot Topics"

- Cash flow is strong with approximately \$1.67M in cash. This include \$150K in certificates of deposit. With the decrease in interest rates, our savings account is currently paying a higher interest rate. We will continue to monitor interest rates and make adjustments as necessary.
- As of May 31st, the balance in the Repair & Replacement Fund is approximately \$189K.
- We will continue monitoring potential state funding adjustments for potential revenue or cash flow impacts in future years. The legislature will be working on solving the projected budget deficit in the upcoming biennium created by the COVID 19 economic slowdown.
- We will need to monitor what options the legislature discusses for any impact to our cash flow. Changes in holdback amounts or shifts in revenue recognition could impact our cash position.

Supplemental Information for May 2020

Reports are provided that show the checks that were written, receipts that were posted, and journal entry transactions that were recorded during May 2020.

Please feel free to contact Steve Wruck at steve.wruck@bergankdv.com, should you have questions related to the financial statements.

**Math and Science Academy
Woodbury, MN
Balance Sheet
May 31, 2020**

	Actual Balance July 1, 2019	Balance May 31, 2020
Assets		
Current assets		
Cash and investments	\$ 1,089,482	\$ 1,666,948
Certificates of deposit	800,002	149,995
Accounts receivable	2,052	-
Interest receivable	4,538	-
Due from other funds	-	-
Prior year state aids receivable	-	(13,396)
Current year state aids receivable/(deferred revenue)	517,535	615,999
Federal aids receivable	3,836	-
Prepaid expenses and deposits	231,534	114,724
Total assets	\$ 2,648,978	\$ 2,534,269
Liabilities and Fund Balance		
Current liabilities		
Salaries and wages payable	\$ 315,892	\$ 301,428
Due to other funds	-	-
Accounts payable	111,182	-
Payroll deductions and contributions	100,813	24,348
Deferred revenue	-	-
Total current liabilities	527,887	325,776
Fund balance		
Fund balance 7-1-2019	2,102,391	2,102,391
Assigned fund balance - student activities 7-1-2019	18,700	18,700
Net income to date	-	87,403
Total fund balance	2,121,091	2,208,494
Total liabilities and fund balance	\$ 2,648,978	\$ 2,534,269

Management has elected to omit substantially all disclosures, government-wide financial statements and required supplementary information. No CPA provides any assurance on these financial statements.

**Math and Science Academy
Charter School No. 4043
Statement of Revenues and Expenditures
May 31, 2020**

			571.87	92%	
		FY 19 Actual	Revised FY20 Budget (491 ADM, 572 WADM)	May YTD	Percent of Revised Budget
General Fund - 01					
Revenues					
State revenues					
211	General education aid	\$ 3,729,578	\$ 3,837,831	\$ 3,451,178	89.9%
348-300	Charter school lease aid	795,233	812,578	403,414	50.1%
317	Long-term facilities maintenance revenue	74,274	75,487	-	0.0%
740-360	Special education aid	552,853	631,203	491,391	70.6%
201	Endowment aid	19,637	21,582	21,795	101.0%
370	Other mn aid (safe schools supplemental aid)	2,647	18,250	18,250	100.0%
397	Pension revenue	11,459	12,500	-	0.0%
	Prior year over (under) accrual	18,893	-	-	-
	Current year state aids receivable	-	-	615,999	-
	Total state revenues	<u>5,204,573</u>	<u>5,409,431</u>	<u>5,002,027</u>	<u>91.5%</u>
Federal revenues					
419	Federal special education aid	72,201	63,981	32,492	50.1%
414	Title II funds	5,150	26,857	7,773	28.9%
	Total federal revenues	<u>77,351</u>	<u>90,838</u>	<u>40,265</u>	<u>43.9%</u>
Local revenues					
000-050	Fees from patrons: scholastic, ap exam, staff shirts, class fees	24,125	27,000	22,224	83.9%
920-050	Fees from patrons: study hall	4,795	2,000	1,810	78.7%
300-050	Fees from students: field trips	33,462	33,400	21,282	137.3%
372-071	Third party billing	-	1,000	1,787	178.7%
092	Interest earnings	27,129	20,000	13,146	65.7%
265-096	Annual fund/capital campaign/dragon dinner	121,904	85,000	74,715	87.9%
000-096	Donations and misc. Grants, tech fundraiser	2,754	-	2,759	14.1%
099/620	Miscellaneous revenues/sale of equipment	894	-	-	-
621	Year book revenues, planners	1,131	3,000	2,642	88.1%
625	Insurance recovery	3,860	-	-	-
C 400's	Student activities revenue	118,621	125,600	82,875	107.6%
	Total local revenues	<u>338,676</u>	<u>297,000</u>	<u>223,239</u>	<u>89.4%</u>
	Total revenues	<u>\$ 5,620,600</u>	<u>\$ 5,797,268</u>	<u>\$ 5,265,532</u>	<u>90.6%</u>
		5,620,600	5,797,268	5,265,532	

**Math and Science Academy
Charter School No. 4043
Statement of Revenues and Expenditures
May 31, 2020**

			571.87	92%	
		FY 19 Actual	Revised FY20 Budget (491 ADM, 572 WADM)	May YTD	Percent of Revised Budget
Expenditures					
100	Salaries and wages	\$ 2,061,605	\$ 2,139,396	\$ 1,984,197	90.8%
200	Employee benefits	686,747	723,536	664,902	92.4%
Crs 180	Extracurricular activities	78,328	84,366	59,887	81.2%
305	Contracted services	214,390	260,839	192,919	81.3%
315	Repairs and maintenance for computers	36,000	39,400	33,500	85.0%
320	Communications services	21,047	19,025	16,328	85.8%
329	Postage	2,857	3,000	4,453	111.3%
330	Utilities	103,628	105,850	81,949	77.4%
340	Property and liability insurance	33,878	33,500	49,092	146.5%
350	Repairs and maintenance	138,205	144,700	141,981	98.1%
360	Transportation for field trips	10,352	10,800	7,440	87.5%
366/368	Staff training/travel and conferences	42,048	20,000	20,962	104.8%
369	Field trips admissions	21,555	22,600	13,339	85.5%
370	Building lease	887,694	902,864	836,139	93.4%
370	Other rentals and operating leases	771	800	356	44.6%
380	Computer and tech related hardware rental	24,694	22,722	30,957	136.2%
401/455/465	General supplies	51,630	31,000	31,707	102.3%
401	Maintenance supplies	29,415	28,800	20,007	77.5%
405	Non-instructional computer software and license	19,040	19,800	19,941	100.7%
406	Instructional software licensing	13,695	14,300	14,435	100.9%
430/456/466	Instructional supplies	44,763	82,000	82,130	100.2%
460	Textbooks and workbooks	25,501	26,800	14,821	55.3%
461	Standardized tests	20,869	21,900	4,273	19.5%
490	Food	1,887	2,000	920	46.0%
505/506	Capitalized technology software	5,670	12,000	9,427	78.6%
520	Building improvements	-	12,250	-	0.0%
530	Other equipment/furniture	51,717	20,000	16,638	92.4%
555/556	Technology hardware (cap)	68,033	10,100	6,955	68.9%
820	Dues and memberships, fees	35,872	35,835	38,251	97.5%

**Math and Science Academy
Charter School No. 4043
Statement of Revenues and Expenditures
May 31, 2020**

		571.87	92%		
		FY 19 Actual	Revised FY20 Budget (491 ADM, 572 WADM)	May YTD	Percent of Revised Budget
898	Scholarships	-	500	-	0.0%
	Annual fund (265)	65,968	40,000	6,791	17.0%
	State special education	591,138	675,084	642,603	86.3%
Fin 372	Third party billing	-	1,000	-	0.0%
	Federal special education	72,201	63,981	37,353	57.6%
	Title funds	5,150	26,857	19,827	73.8%
891	Pension expense	11,459	12,500	-	0.0%
	Student activity expense	119,923	125,600	73,647	116.9%
Total expenditures		\$ 5,597,730	\$ 5,795,704	\$ 5,178,129	89.4%
		5,597,730	5,795,704	5,178,129	
General fund net income		\$ 22,870	\$ 1,565	\$ 87,403	
Fund balances					
Beginning fund balance, all funds		\$ 2,098,222	\$ 2,121,092	\$ 2,121,092	
Projected fund balance, all funds		\$ 2,121,092	\$ 2,122,657	\$ 2,208,495	
		38%	37%		

Management has elected to omit substantially all disclosures, government-wide financial statements and required supplementary information. No CPA provides any assurance on these financial statements.

**Math and Science Academy
ExtraCurricular/Student Activities
May 31, 2020**

Course Code	Account Name	July 1, 2019	Revenue	Expense	YTD
401	Student Council Funds	\$ 2,547	\$ 375	\$ (954)	\$ 1,968
402	NHS Funds	863	\$ 1,265	\$ (1,147)	981
403	Parent Team Funds	-			-
404	FIRST Lego League (FLL)	1,751	\$ 2,840	\$ (2,202)	2,389
405	Prom	1,008	\$ 780		1,788
406	Ex-Curr Academic Triathlon	-	\$ 1,045	\$ (900)	145
407	Ex-Curr Theatre Funds	2,869	\$ 8,438	\$ (7,106)	4,201
408	Spanish Club Funds	-	\$ 115	\$ (38)	77
409	Girls Basketball	-	\$ -		-
410	Ex-Curr Art Club Funds	-			-
411	Ex-Curr Ski Club	-			-
413	FIRST Robotics Competition (FRC)	6,707	\$ 20,649	\$ (16,529)	10,827
414	Asian Club	-			-
416	Newspaper	-	\$ 563	\$ (354)	209
417	Film Club	-			-
419	Nordic Ski Team	-	\$ 5,832	\$ (5,218)	615
420	Cross Country	594	\$ 4,605	\$ (6,139)	(939)
421	Track & Field	-	\$ 970	\$ (899)	71
422	Music Fund	-	\$ 869	\$ (671)	198
423	Boys Basketball	-	\$ 11,340	\$ (10,932)	408
424	Baseball	-	\$ 235	\$ (750)	(515)
427	Math League	-	\$ 150	\$ (200)	(50)
429	Computer Club	-			-
430	Debate	-			-
431	Girls Volleyball	-	\$ 5,463	\$ (4,516)	946
432	Athletic Account	-	\$ 3,172	\$ (2,470)	701

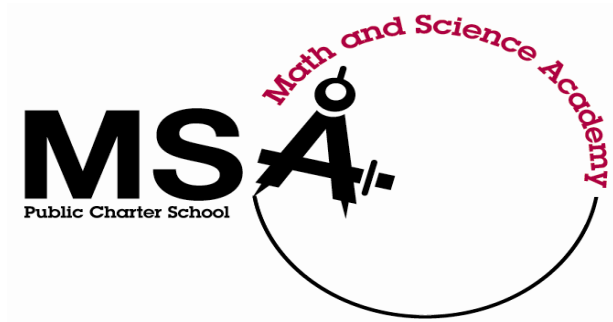
**Math and Science Academy
ExtraCurricular/Student Activities
May 31, 2020**

Course Code	Account Name	July 1, 2019	Revenue	Expense	YTD
437	Chess Club	699	\$ (699)		0
440	Badminton	-	\$ 723		723
441	Trap Team	-	\$ 746	\$ (657)	89
442	Boys Volleyball	-	\$ 90		90
443	FIRST Tech Challenge (FTC)	-	\$ 6,579	\$ (6,975)	(396)
445	Gay Straight Alliance (GSA)	693	\$ -	\$ (219)	475
446	Social Justice Club	-			-
447	Class of 2020	419	\$ 1,341		1,760
449	Soccer		\$ 1,480	\$ (1,480)	-
450	Football		\$ 2,632	\$ (2,800)	(168)
451	Cheers Volunteer	-	\$ 152	\$ (119)	33
452	SWENext Club	-	\$ 652	\$ (225)	427
453	Class of 2021	550			550
460	Africa Club		\$ 474	\$ (146)	327
Total student activity balances		\$ 18,700	\$ 82,875	\$ (73,647)	\$ 27,928
		<u>\$ 18,700</u>	<u>\$ 82,875</u>	<u>\$ (73,647)</u>	<u>\$ 27,928</u>

Note: Accounts with negative balances indicate that more money has been spent than has been collected

Treatment of Accounts with Balances at Year End: As of July 1, 2019, there is a requirement for all student activities to be under board control. MSA student activities have always been under board control. In addition, at year-end, the balance in the student activity accounts must be restricted fund balance .

*Management has elected to omit substantially all disclosures and the Government-Wide Financial Statements.
No CPA provides any assurance on these financial statements.*



**Math and Science Academy
Charter School No. 4043
Woodbury, MN**

Supplemental Information

May 2020

Batch	Post Date	Acct Nbr	Description	Amount
19-50170	05/15/2020	01 R 005 000 000 000 211	FY20 General Education Aid	196949.83
			Totals for 19-50170	196949.83
19-50171	05/06/2020	01 A 121 00	FY19 Special Education Tuition Billing	20437.50
			Totals for 19-50171	20437.50
19-50172	05/04/2020	01 E 010 204 000 414 366	BER - Refund Michelle Richards Staff Dev	279.00
19-50172	05/04/2020	01 E 010 204 000 414 366	Institute for Educational Development -	279.00
19-50172	05/04/2020	01 R 005 000 000 000 050	National History Day Fees	153.00
19-50172	05/04/2020	01 R 005 000 000 000 050	Planner	5.00
19-50172	05/04/2020	01 R 005 000 000 000 050	Jr Scholastic	10.00
19-50172	05/04/2020	01 R 005 000 105 000 050	Field Trip - Bowling and History Center	426.00
19-50172	05/04/2020	01 R 005 000 265 000 096	Donations from Bowling and History Cente	1510.00
19-50172	05/04/2020	01 R 005 000 265 000 096	US Bank - Annual Fund	544.44
19-50172	05/04/2020	01 R 010 212 000 000 050	HS Art	30.00
19-50172	05/04/2020	01 R 010 258 000 000 050	Band	130.00
19-50172	05/04/2020	01 R 010 260 000 000 050	HS Engineering	30.00
19-50172	05/04/2020	01 R 010 298 401 000 621	Student Council - Shirt Sales	35.00
			Totals for 19-50172	3431.44
19-50177	05/30/2020	50 A 101 50	BC Waterfall Deposit - May 2019	2687.50
			Totals for 19-50177	2687.50
19-50178	05/30/2020	50 R 005 000 000 000 092	Building Co Interest	0.52
			Totals for 19-50178	0.52
19-50179	05/30/2020	01 R 005 000 000 000 092	Savings Interest Deposit	380.58
			Totals for 19-50179	380.58
19-50180	05/30/2020	01 R 005 000 000 000 092	Charles Schwab - May 2020 Interest Earne	2.05
			Totals for 19-50180	2.05
19-50181	05/30/2020	01 R 005 000 000 000 092	Interest Deposit	81.24
			Totals for 19-50181	81.24
19-50182	05/30/2020	01 E 005 110 000 000 305	Background Fee	8.00
19-50182	05/30/2020	01 R 005 000 000 000 050	Jr Scholastic	80.00
19-50182	05/30/2020	01 R 005 000 000 000 050	Damaged Computer Screen	40.00
19-50182	05/30/2020	01 R 005 000 105 000 050	Field Trips	1615.00
19-50182	05/30/2020	01 R 005 000 105 000 050	Field Trip	35.00
19-50182	05/30/2020	01 R 005 000 265 000 096	Field Trip Fees Donated to School	225.00
19-50182	05/30/2020	01 R 005 000 920 000 050	Study Hall - Before School	20.00
19-50182	05/30/2020	01 R 010 212 000 000 050	Art	50.00
19-50182	05/30/2020	01 R 010 258 000 000 050	Band	240.00
19-50182	05/30/2020	01 R 010 260 000 000 050	MS Engineering	45.00
19-50182	05/30/2020	01 R 010 260 000 000 050	HS Engineering	20.00
19-50182	05/30/2020	01 R 010 298 450 000 050	Football	20.00
			Totals for 19-50182	2398.00
19-50183	05/30/2020	01 E 005 108 500 000 465	Bearcom- Refund of Sales Tax	450.67
19-50183	05/30/2020	01 E 010 258 000 000 460	JW Pepper - Refund for Overpayment	39.98
19-50183	05/30/2020	01 R 005 000 000 000 050	Milk Money	47.84
19-50183	05/30/2020	01 R 005 000 000 000 050	Jr Scholastic	10.00

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Batch	Post Date	Acct Nbr	Description	Amount
19-50183	05/30/2020	01 R 005 000 000 000 096	YourCause - Wells Fargo - Annual Fund -	22.86
19-50183	05/30/2020	01 R 005 000 000 000 096	CAF America - 3M - Annual Fund - Company	40.75
19-50183	05/30/2020	01 R 005 000 000 000 096	CAF America - 3M - Annual Fund - Employe	40.75
19-50183	05/30/2020	01 R 005 000 265 000 096	MightyCause - Annual Fund - \$20 Boudjouk	25.00
19-50183	05/30/2020	01 R 005 000 906 000 096	MN Assoc for Childrens Mental Health - P	1000.00
19-50183	05/30/2020	01 R 010 258 000 000 050	Music	50.00
			Totals for 19-50183	1727.85
19-50184	05/30/2020	01 R 005 000 000 000 211	FY20 General Education Aid	180987.86
19-50184	05/30/2020	01 R 005 000 000 348 300	FY20 Charter School Lease Aid	16707.66
			Totals for 19-50184	197695.52
19-50185	05/30/2020	01 R 005 000 265 000 096	Amazon Smile Deposit	119.71
			Totals for 19-50185	119.71
19-50186	05/31/2020	50 R 005 000 000 000 092	Trust Interest Earnings - May 2020	5.65
			Totals for 19-50186	5.65
19-50187	05/31/2020	50 R 005 000 000 000 093	Rent Received from the School - May 2020	58906.25
			Totals for 19-50187	58906.25
			Total for Cash Receipts	484823.64

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	GENERAL FUND	20,437.50	401,729.57	1,056.65	423,223.72
50	BUILDING COMPANY - NON REPORTI	2,687.50	58,912.42	0.00	61,599.92
***	Fund Summary Totals ***	23,125.00	460,641.99	1,056.65	484,823.64

***** End of report *****

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DATE	NUMBER	VENDOR		DESCRIPTION	AMOUNT
05/01/2020	201901180	OLD NATIONAL BANK		Fee: Loan 1103269	100.00
05/01/2020	201900975	MN UI FUND		Unemployment	4,424.00
05/04/2020	201901013	ALBERT, PHILLIP		Refund of Bowling field trip	20.00
05/04/2020	201900980	BOUDHA, ARCHANA		refund badminton participation fee \$175 and field trip \$20	195.00
05/04/2020	201901011	BOUDJOUK, PETE		Refund Track & Field (2) and Bowling Field Trip fee	370.00
05/04/2020	201900988	BOWLING, DAVID		Ref Basketball 2/20/20	116.00
05/04/2020	201900981	BROWN & BIGELOW		FRC Robotics Supplies	1,404.82
05/04/2020	201900991	CALDWELL, FRED		Refund track & field participation fee	175.00
05/04/2020	201900982	CANON SOLUTIONS AMERICA, INC.		Paper	328.90
05/04/2020	201901022	CASEY, SEAN		refund bowling field trip and track & field participation fee	195.00
05/04/2020	201900985	CENTURY LINK		Monthly Service: Apr 19-May 18; Account 651-731-5162 971	126.06
05/04/2020	201900984	CENTURY LINK		MONTHLY SERVICE- APR 22-MAY 21; Account 651-731-9416 212	240.73
05/04/2020	201900986	COMCAST		Internet: 4/27/20-5/26/20 - Account 8772 10 577 0827141	349.95
05/04/2020	201901004	COREY, KIM		Refund Bowling \$20 and History Center \$15 Field Trips	35.00
05/04/2020	201900987	CPM EDUCATIONAL PROGRAM		"Algebra Tiles, Class Sets, Core Connections Integrated II and III Teacher Bundles and Student 8 yr ebooks (Title IV)"	16,447.61
05/04/2020	201901024	DEMER, STACIE		Refund of Baseball participation fees (2)	350.00
05/04/2020	201901006	EIDE, LIZ		refund track & field participation fees \$175 minus \$35 in outstanding student fees	140.00
05/04/2020	201901014	FLANIGAN, PJ		refund theater participation fee	50.00
05/04/2020	201900990	GARDNER-BERG, DEBRA ANN		refund bowling fee - field trip	20.00
05/04/2020	201900992	GIS BENEFITS		Insurances: May 2020	6,760.08
05/04/2020	201901020	GROTEWOLD, SANDI		refund baseball participation fee and bowling field trip	255.00
05/04/2020	201901019	HAINES, SAMANTHA		refund track & field participation fee	175.00
05/04/2020	201901023	HANSEN, SHARON		refund track & field participation fees (2)	350.00
05/04/2020	201901001	HERTL, KELLY		Refund of Track & Field Participation Fee	175.00
05/04/2020	201900996	HEYDT (USE), JESSIE		Reimbursement: Postage to mail research papers back to students (due to distance learning)	50.80
05/04/2020	201900993	INDIGO EDUCATION		FY21 Director Services Deposit	5,000.00
05/04/2020	201900994	JENSEN, JEFF		refund badminton participation fee	175.00
05/04/2020	201901005	JENSEN, KIM		refund track & field participation fee	175.00
05/04/2020	201901026	JOHNSTON, THOMAS		Reimbursement: Yearly membership in NASSP	200.00
05/04/2020	201901009	LARSON, MICHELLE		Refund Theater Participation Fee	50.00
05/04/2020	201900989	LEDVINA, DEB		theater participation refund	50.00
05/04/2020	201900979	LEE, ANNA		refund track & field participation fee \$175 minus \$15 student fees owed	160.00
05/04/2020	201901002	LEHNER, KENNETH		Basketball Ref 5/20/20	116.00
05/04/2020	201900997	LUTZ, JILL		refund track & field participation fee	175.00
05/04/2020	201901027	MATTES, TIFFANY		refund track & field participation fee \$175 minus \$50 outstanding student fees	125.00
05/04/2020	201901021	MEYER, SARA		refund track & field participation fee	175.00
05/04/2020	201901010	MINNESOTA HISTORICAL SOCIETY		Registration for Virtual Regional History Day	234.00
05/04/2020	201901017	PERUMALACHELTY, RAJASEKHAR		refund badminton participation fee	175.00
05/04/2020	201901008	PROCTOR III, MARLAN		refund track & field participation fee	175.00
05/04/2020	201901015	PURCHASE POWER		Postage	503.50

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CHECK		CHECK		INVOICE	
DATE	NUMBER	VENDOR		DESCRIPTION	AMOUNT
05/04/2020	201900999	ROSS, KATHLEEN		Bulk Cleaning Fee Theater Costumes	40.00
05/04/2020	201901000	SCHULTZ, KATIE		refund track & field participation fee	175.00
05/04/2020	201901007	SETLEY, LORI		Refund bowling and history center field trips	35.00
05/04/2020	201901025	STATE OF MINNESOTA		Math & Science Academy 990 Filing Fee FEIN 41-1907844	25.00
05/04/2020	201900983	STOUT, CARRIE		Refund track & field participation fees (2)	350.00
05/04/2020	201901003	TACHENY, KEVIN		refund badminton participation fee	175.00
05/04/2020	201901028	TRANE U.S. INC.		Labor and Materials for Repair on RTU Unit per proposal 2836329	2,166.00
05/04/2020	201901012	VANG DEAN, PETER		refund bowling field trip and history center field trip	41.00
05/04/2020	201901029	VERIZON WIRELESS		Phone Service MAR21-APR20	265.85
05/04/2020	201901018	WALTERS, RICARDO		Refund Badminton Participation Fee	175.00
05/04/2020	201900995	WOOLLEY, JEFF		refund track & field participation fee	175.00
05/04/2020	201901016	ZENG, QIUNG		refund history center field trip fee	15.00
05/04/2020	201900998	ZHOU, JINSHENG		refund track & field participation fee	175.00
05/05/2020	201901105	US BANK		Rent: May 2020	58,906.25
05/11/2020	201901030	A.J. ALBERTS PLUMBING INC.		Work Order 84082: Single cooler and double cooler with fill stations	5,322.00
05/11/2020	201901088	ALLURI, VIVEK		Track & Field Participation Fee Refund	175.00
05/11/2020	201901085	ANDERSON, TIM		Track & Field Participation Fee Refund	175.00
05/11/2020	201901077	AO, SHUANG		Track & Field Participation Fee Refunds (2) and Bowling Field Trip Refund	370.00
05/11/2020	201901065	APPIAH-KYEREMEH, MICHAEL		Track & Field Participation Fee Refund	175.00
05/11/2020	201901059	APPLEBEE, KRISTA		Track & Field Participation Fee Refund	175.00
05/11/2020	201901038	BAUER, CRYSTAL		Badminton Participation Fee Refund	175.00
05/11/2020	201901082	CASEY-WOLF, THERESA		School Psychologist: April 2020 23 hrs	2,070.00
05/11/2020	201901055	CASSELLS, KAREN		Bowling Field Trip Refund	20.00
05/11/2020	201901080	CHO, SUK-JAE		"Track & Field Participation Fee Refund, Before School Study Hall Refund minus \$50 Music Fee"	200.00
05/11/2020	201901037	CITY VIEW ELECTRIC INC		ANNUAL ALARM MONITORING: FIRE ALARM 8430 WOODBURY CROSS 06/16/2020-06/15/2021	420.00
05/11/2020	201901039	CULLIGAN		Drinking Water Equipment Service: May 2020 Acct#157-00808535-7	27.95
05/11/2020	201901067	DECAIRE, MIKE		Baseball Participation Fee Refund	235.00
05/11/2020	201901042	ECKROTH MUSIC		Service and Repair: Flute	155.34
05/11/2020	201901071	ESPARZA, PAUL		Maintenance & Repairs: April 2020 35hrs @\$26/hr	910.00
05/11/2020	201901054	FARRELL, JULIANNE		Badminton Participation Fee Refund	175.00
05/11/2020	201901060	FEATHERSTONE, LEAH		Track & Field Participation Fee Refund	175.00
05/11/2020	201901061	FEATHERSTONE, LEAH		Refund of Donation	250.00
05/11/2020	201901062	FENN, MARY		Track & Field Participation Fee Refund	175.00
05/11/2020	201901035	FINDLAY, BRIAN		Badminton Participation Fee Refund	175.00
05/11/2020	201901041	GARCIA, DANIELLE		Track & Field Participation Fee Refund and Bowling Field Trip Refund	195.00
05/11/2020	201901076	GEBREKIDAN, SENAIT		Bowling Field Trip Refund	20.00
05/11/2020	201901075	GREENE, SARAH		Track & Field Participation Fee Refund	175.00
05/11/2020	201901033	HAILE, AZEB		Track & Field Participation Fee Refund	175.00
05/11/2020	201901044	HANSEN'S LAWN CARE		"Spring Cleanup, Fertilization and Weed Control"	752.00
05/11/2020	201901048	INDIGO EDUCATION		Training - Overlooking Autism - Girls on the Spectrum 4/17/20 5 @ \$175	875.00
05/11/2020	201901049	INSIGHT STORAGE SOLUTIONS INC		Storage Fee: April 2020	40.00
05/11/2020	201901051	JIMMY, HERR		Bowling Field Trip Refund	20.00

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DATE	NUMBER VENDOR	DESCRIPTION	
05/11/2020	201901053 JR COMPUTER ASSOCIATES	Monthly Contract	3,050.00
05/11/2020	201901036 KANKANALA, CHAKRAPANI	Track & Field Participation Fee Refund and Bowling Field Trip Refund	195.00
05/11/2020	201901089 KASSA, ZEWDU	Track & Field Participation Fee Refunds (2) minus \$250 Outstanding Student Fees	100.00
05/11/2020	201901040 KIM, DAE	Badminton Participation Fee Refund	175.00
05/11/2020	201901031 KIRAGU, ANDREW	Track & Field Participation Fee Refund	175.00
05/11/2020	201901086 KOPERSKI, TOM	Track & Field Participation Fee Refund minus \$15 Outstanding Student Fee	160.00
05/11/2020	201901083 LEE, TIA	Badminton Participation Fee Refund and Bowling Field Trip Refund	175.00
05/11/2020	201901084 LEE, TIA	Badminton Participation Fee Refund and Bowling Field Trip Refund	20.00
05/11/2020	201901064 METRO SALES INC	Contract base rate and Copies: Contract 44078-01	2,834.20
05/11/2020	201901068 MN BCA	Background Check: Lisa Anderson	8.00
05/11/2020	201901034 NGUYEN, BINH	Badminton Participation Fee Refund	175.00
05/11/2020	201901050 NHAN, JAMES	Track & Field Participation Fee Refund	175.00
05/11/2020	201901078 NIEV, SOPHY	Track & Field Participation Fee Refund	175.00
05/11/2020	201901045 OUAKHCHACHI, HASSAN	Before School Study Hall Refund 50% of Fee	75.00
05/11/2020	201901046 PATEL, HETAL	"Refund Student Fees for Orchestra, Painting and Drawing"	80.00
05/11/2020	201901047 PATEL, HETAL	Track & Field Participation Fee Refund	175.00
05/11/2020	201901069 REDDY, NANDA	Badminton Participation Fee Refund	175.00
05/11/2020	201901081 RIVARD, SUSAN	Bowling Field Trip Refunds (2) minus \$15 outstanding Student Fee	25.00
05/11/2020	201901066 SAHR, MICHAEL	Baseball and Track & Field Participation Fee Refunds	410.00
05/11/2020	201901032 SANDBORGH, ANITA	DAPE Direct Services: April 2020	276.25
05/11/2020	201901070 SHABIBI, NASSOR	Badminton Participation Fee Refund	175.00
05/11/2020	201901072 SHI, QI	Track & Field Participation Fee Refund	175.00
05/11/2020	201901074 SIDDIQUI, SALMA	Bowling Field Trip Refund	40.00
05/11/2020	201901073 THODUPUNOORI, RAMU	Badminton Participation Fee Refund	175.00
05/11/2020	201901087 VANGUARD CLEANING SYSTEMS OF MINNESOTA	Monthly Cleaning Service: May 2020	900.00
05/11/2020	201901079 VEDERE, SRIDHAR	Badminton Participation Fee Refund	175.00
05/11/2020	201901063 WALTERS, MATT	Track & Field Participation Fee Refund \$175 and Bowling Field Trip Refund \$20	195.00
05/11/2020	201901043 WANG, GEORGE	Badminton Participation Refund	175.00
05/11/2020	201901052 WEIDELL, JOHN	Track & Field Participation Fee Refund 80%	140.00
05/11/2020	201901058 WONG, KENNETH	Badminton Participation Fee Refund	175.00
05/11/2020	201901056 YANG, KEE	Track & Field Participation Fee \$175 minus Outstanding Student Fee \$10	165.00
05/11/2020	201901057 YANG, KEE	Badminton Participation Fee \$175 minus Outstanding Student Fee \$10	160.00
05/11/2020	201900976 LIBERTY MUTUAL	Commercial Pkg and Commercial Umbrella	29,079.76
05/13/2020	201901187 PERUMALACHETTY, JAYASREE	Badminton Participation Fee Refund	175.00
05/14/2020	201900978 BILL.COM	Fees	272.14
05/15/2020	201901092 COMCAST	Internet: 5/18/20-6/17/20 - Account 8772 10 577 0477541	505.38
05/15/2020	201901102 DICK'S/LAKEVILLE SANITATION INC	Trash & Recycling: May 2020	532.47
05/15/2020	201901099 ECKROTH MUSIC	2.6 Octave Orchestra Bells w/ Tolex Case	1,999.00
05/15/2020	201901095 ESPARZA, PAUL	Reimbursement: Maintenance Supplies	82.48
05/15/2020	201901096 FAMILY ACHIEVEMENT CENTER, INC	April 2020 Speech and OT Services and Distance Learning Speech and OT	12,823.25
05/15/2020	201900969 FURTHER	Payroll accrual	1,025.53
05/15/2020	201900969 FURTHER	Payroll accrual	273.52

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DATE	NUMBER	VENDOR	DESCRIPTION	AMOUNT
05/15/2020	201901097	HANSEN'S LAWN CARE	Snow Plowing 1/22/20 - Pile from neighbors snow contractor	115.00
05/15/2020	201901090	HEYDT (USE), JESSIE	Reimbursement: Printer Ink (due to distance learning)	22.21
05/15/2020	201900970	INTERNAL REVENUE SERVICE	Payroll accrual	715.00
05/15/2020	201900970	INTERNAL REVENUE SERVICE	Payroll accrual	6,549.80
05/15/2020	201900970	INTERNAL REVENUE SERVICE	Payroll accrual	6,303.44
05/15/2020	201900970	INTERNAL REVENUE SERVICE	Payroll accrual	1,474.20
05/15/2020	201900970	INTERNAL REVENUE SERVICE	Payroll accrual	6,303.44
05/15/2020	201900970	INTERNAL REVENUE SERVICE	Payroll accrual	1,474.20
05/15/2020	201901094	KATARE, RAJESH	Refund Badminton Participation Fee, History Field Trip and Bowling Field Trip minus \$145 Payment for damaged AP Biology book	65.00
05/15/2020	201901098	KRAUS-ANDERSON INSURANCE	Practical HR: June 2020	250.00
05/15/2020	201901103	METRO SALES INC	Contract base rate and Copies: Contract 44079-01	544.45
05/15/2020	201900971	MINNESOTA DEPT OF REVENUE	Payroll accrual	3,251.25
05/15/2020	201901093	MUTYALA, SITA	Refund Track & Field Participation Fee minus \$7.87 damaged Downriver book	342.13
05/15/2020	201901101	NASSP/NHS	National Honor Society Affiliation July 01, 2020 - June 30, 2021	385.00
05/15/2020	201900972	PERA	Payroll accrual	1,706.24
05/15/2020	201900972	PERA	Payroll accrual	1,968.72
05/15/2020	201901091	POPP COMMUNICATIONS	Telephone Services: 4/6/20-5/5/20 Account Number: 10003837	57.07
05/15/2020	201901100	RATWIK, ROSZAK & MALONEY, PA	Legal Services: April 2020 1.1 hrs @ \$265/hr	316.59
05/15/2020	201900973	TEACHERS RETIREMENT ASSOCIATION	Payroll accrual	0.00
05/15/2020	201900973	TEACHERS RETIREMENT ASSOCIATION	Payroll accrual	5,907.40
05/15/2020	201900973	TEACHERS RETIREMENT ASSOCIATION	Payroll accrual	6,238.23
05/15/2020	201900974	THRIVENT FINANCIAL	Payroll accrual	4,145.42
05/15/2020	201900974	THRIVENT FINANCIAL	Payroll accrual	0.00
05/21/2020	201900977	BLUE CROSS BLUE SHEILD OF MN	Health Insurance: June 2020	42,519.82
05/27/2020	201901107	ABDUL, SHUKRI	Bowling refund	20.00
05/27/2020	201901108	AKYIGYINA, CHARLES	Bowling refund	20.00
05/27/2020	201901109	ALHASAN, RANA	Bowling and History Center refunds	35.00
05/27/2020	201901110	ANDRETTA, ELIZABETH	Bowling refund	20.00
05/27/2020	201901111	ASHWOOD, RUTH	Musician for Spring Musical	1,250.00
05/27/2020	201901112	BAILEY, NICOLE	Bowling refund	20.00
05/27/2020	201901113	BALAMI, IRIERE	Bowling refund	20.00
05/27/2020	201901114	BASANI, SUREKHA	Refund bowling minus \$10 outstanding student fees	10.00
05/27/2020	201901115	BEGUM, RIZWANA	Bowling refund	20.00
05/27/2020	201901116	BERGANKDV OUTSOURCED SERVICES LLC	Financial Management and Accounting Services: May 2020	7,115.00
05/27/2020	201901117	BHAT, NEELOFAR	Bowling refund	20.00
05/27/2020	201901118	CHO, JISUN	History Day and Bowling refund	35.00
05/27/2020	201901119	CITY OF WOODBURY	Water Usage: 8490 Woodbury Xing 3/27/20-4/30/20	31.77
05/27/2020	201901120	CITY OF WOODBURY	Water: 8500 Woodbury Xing 3/27/20-4/30/20	37.04
05/27/2020	201901121	CITY OF WOODBURY	Water: 8460 Woodbury Xing 3/27/20-4/30/20	42.66
05/27/2020	201901122	CITY OF WOODBURY	Water Usage: 8430 Woodbury Xing 3/27/20-4/30/20	75.46
05/27/2020	201901123	COLLINS, FREDRICK	Bowling Refund	20.00
05/27/2020	201901124	CREIGTON-LEWIS, RAYLESHA	Bowling refund \$20 minus \$10 student fees owed	10.00
05/27/2020	201901125	DEMPSEY, BETH	Choreographer for Spring Musical	2,500.00

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DATE	NUMBER	VENDOR	DESCRIPTION	AMOUNT
05/27/2020	201901126	ELHASSAN, ELTAYEB	Bowling Refund	20.00
05/27/2020	201901127	FAIR, DENICE	Bowling refund	20.00
05/27/2020	201901128	GEBE, ELIZABETH	Bowling refund	20.00
05/27/2020	201901129	GROESS, NICHOLAS	Bowling refund \$20 minus \$10 outstanding student fees	10.00
05/27/2020	201901130	HAYES, CHRISTOPHER	Bowling refund	20.00
05/27/2020	201901131	HENNEPIN HEALTHCARE INC	Nursing Services: March 2020	561.00
05/27/2020	201901132	HEO, SUMIN	Bowling refund and History Center refund	35.00
05/27/2020	201901133	J.W. PEPPER & SON INC.	Music	124.99
05/27/2020	201901134	J.W. PEPPER & SON INC.	Music	376.98
05/27/2020	201901135	KARPE, ELIZABETH	Bowling and History Center Refunds	55.00
05/27/2020	201901136	KASSA, ELENI	Bowling refund	20.00
05/27/2020	201901137	KERR, TONY	Bowling refund	20.00
05/27/2020	201901138	KRSKA, ANNAMARIE	Bowling Refund	20.00
05/27/2020	201901139	LACASSE, KENNETH JR	Reimbursement: Postage for return shipment to JW Pepper	12.35
05/27/2020	201901140	LIDLE, CHRIS	Bowling Refund	20.00
05/27/2020	201901141	LIN, RONG	Bowling refund and History Center refund	35.00
05/27/2020	201901142	LOFFLER COMPANIES INC	Konica Minolta C458 Copier Standard Payment	422.33
05/27/2020	201901143	MACHA, PIUS	Bowling refund \$20 minus \$10 outstanding student fees	10.00
05/27/2020	201901144	MAI, KIM	Bowling refund	25.00
05/27/2020	201901145	MEHROTRA, KOMAL	Refund History Center and Bowling	35.00
05/27/2020	201901146	MILLER, EMILY	History Center Refund	15.00
05/27/2020	201901147	MOCHER, CORINE	Refund History Center and Bowling	35.00
05/27/2020	201901148	MOHAMED, HABIBO	Bowling refund	20.00
05/27/2020	201901149	MOUA, MAY	Bowling refund \$20 minus \$10 for Outstanding Student Fees	10.00
05/27/2020	201901150	MOUA, TOUYER	Bowling refund	20.00
05/27/2020	201901151	MURPHY, SHAWN	Bowling refund minus \$10 outstanding student fees	10.00
05/27/2020	201901152	NETT, REBEKAH	Refund 2 History Center field trip fees and 2 bowling field trip fees	70.00
05/27/2020	201901153	NGUYEN, MELODY	3 Bowling refunds \$60 minus \$40 outstanding student fees	20.00
05/27/2020	201901154	NUNN, EDWARD	Bowling refund	20.00
05/27/2020	201901155	OFAKUNRIN, OLUBODUN	Refund bowling	20.00
05/27/2020	201901156	ORTIZ, GUILLERMINA	Bowling refund	20.00
05/27/2020	201901157	OYEFESOBI, GRACE	Bowling and History Center Refund	35.00
05/27/2020	201901158	PAULSON, KATHY	Reimbursement: Presidential Volunteer Service Awards	91.26
05/27/2020	201901159	RADANKE, JASON	Bowling refund	20.00
05/27/2020	201901160	REDDY, SUDEEPTIKA	Bowling and History Center refunds	40.00
05/27/2020	201901161	REZK, REHAM	Refund Bowling and History Center Field Trips	35.00
05/27/2020	201901162	ROBERT ENGSTROM COMPANIES	Recurring Bill Lease Payment for Bldg D at 8500 Woodbury Crossing	8,137.00
05/27/2020	201901163	SANCHEZ, RICARDO	Refund Bowling (2)	40.00
05/27/2020	201901164	SCHMIDT, NICHOLE	Bowling refund	20.00
05/27/2020	201901165	SCHULTZ, KATIE	refund bowling	20.00
05/27/2020	201901166	SERAFIMOV, TANIA	Refund bowling	20.00
05/27/2020	201901167	SINGH, ROLI	Bowling refund and History center refund	35.00
05/27/2020	201901168	TAIWO, DAYO	Bowling refund \$20 minus \$10 Outstanding Student Fee	10.00
05/27/2020	201901169	TAN, POI SIN	Bowling refund	20.00
05/27/2020	201901170	TAYLOR, HENRY	Bowling refund	20.00

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CHECK			INVOICE	
DATE	NUMBER	VENDOR	DESCRIPTION	AMOUNT
05/27/2020	201901171	THURLOW, KARI	Bowling refund	20.00
05/27/2020	201901172	TRANE U.S. INC.	5/4/20 Checked out York Chiller - Switched to Liquid Chiller	577.00
05/27/2020	201901173	VO, LIEN	Bowling refunds (2)	40.00
05/27/2020	201901174	VOTEL, ANN	Refund History Center and Bowling	35.00
05/27/2020	201901175	WAHOGO, CHRISTINE	Bowling Refund	20.00
05/27/2020	201901176	WAKO, HALIMA	2 Bowling Refunds	40.00
05/27/2020	201901177	WATSON, NUWOE	Bowling Refund	20.00
05/27/2020	201901178	WOLF, ROBIN	Bowling refund	20.00
05/27/2020	201901179	WOODBURY CROSSING OFFICES, PLLP	Recurring Bill Rent	5,304.50
05/29/2020	201901181	FURTHER	Payroll accrual	1,025.53
05/29/2020	201901181	FURTHER	Payroll accrual	273.52
05/29/2020	201901182	INTERNAL REVENUE SERVICE	Payroll accrual	715.00
05/29/2020	201901182	INTERNAL REVENUE SERVICE	Payroll accrual	7,349.47
05/29/2020	201901182	INTERNAL REVENUE SERVICE	Payroll accrual	7,042.64
05/29/2020	201901182	INTERNAL REVENUE SERVICE	Payroll accrual	1,647.05
05/29/2020	201901182	INTERNAL REVENUE SERVICE	Payroll accrual	7,042.64
05/29/2020	201901182	INTERNAL REVENUE SERVICE	Payroll accrual	1,647.05
05/29/2020	201901183	MINNESOTA DEPT OF REVENUE	Payroll accrual	3,645.58
05/29/2020	201901184	PERA	Payroll accrual	2,188.15
05/29/2020	201901184	PERA	Payroll accrual	2,524.78
05/29/2020	201901185	TEACHERS RETIREMENT ASSOCIATION	Payroll accrual	0.00
05/29/2020	201901185	TEACHERS RETIREMENT ASSOCIATION	Payroll accrual	6,119.46
05/29/2020	201901185	TEACHERS RETIREMENT ASSOCIATION	Payroll accrual	6,462.16
05/29/2020	201901186	THRIVENT FINANCIAL	Payroll accrual	4,717.00
05/29/2020	201901186	THRIVENT FINANCIAL	Payroll accrual	0.00
05/29/2020	201901106	OLD NATIONAL BANK	Service Fee	60.00
Totals for checks				346,079.80

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	GENERAL FUND	142,641.24	14,673.13	188,765.43	346,079.80
***	Fund Summary Totals ***	142,641.24	14,673.13	188,765.43	346,079.80

***** End of report *****

Batch	Post Date	Acct Nbr	Description	Amount
19-10039	05/20/2020	01 E 010 298 445 000 401	Africa Club bought leftover concessions from GSA	-40.00
19-10039	05/20/2020	01 E 010 298 460 000 401	Africa Club bought leftover concessions from GSA	40.00
			Totals for 19-10039	0.00
19-10040	05/20/2020	01 E 005 110 000 000 401	Health Insurance: May 2020	-6760.08
19-10040	05/20/2020	01 L 215 08	Health Insurance: May 2020	3983.33
19-10040	05/20/2020	01 L 215 12	Health Insurance: May 2020	1975.64
19-10040	05/20/2020	01 L 215 18	Health Insurance: May 2020	396.72
19-10040	05/20/2020	01 L 215 17	Health Insurance: May 2020	358.40
19-10040	05/20/2020	01 E 005 110 000 000 305	Health Insurance: May 2020	45.99
			Totals for 19-10040	0.00
19-10041	05/20/2020	01 E 005 110 000 000 401	FY21 Director Services Deposit	-5000.00
19-10041	05/20/2020	01 A 131 00	FY21 Director Services Deposit	5000.00
			Totals for 19-10041	0.00
19-10042	05/29/2020	01 R 010 298 437 000 096	Transfer from Chess to FRC Robotics	699.00
19-10042	05/29/2020	01 R 010 298 413 000 096	Transfer from Chess to FRC Robotics	-699.00
			Totals for 19-10042	0.00
19-10043	05/29/2020	01 R 010 298 432 000 050	Transfer from Athletics to Soccer	185.00
19-10043	05/29/2020	01 R 010 298 449 000 050	Transfer from Athletics to Soccer	-185.00
			Totals for 19-10043	0.00
19-10044	05/29/2020	01 R 010 298 421 000 050	Track	2315.00
19-10044	05/29/2020	01 R 005 000 920 000 050	Before School Study Hall	175.00
19-10044	05/29/2020	01 R 005 000 265 000 096	Annual Fund	-1665.00
19-10044	05/29/2020	01 R 010 298 419 000 050	Nordic	-175.00
19-10044	05/29/2020	01 R 010 298 440 000 050	Badminton	-135.00
19-10044	05/29/2020	01 R 010 298 423 000 050	Basketball	-175.00
19-10044	05/29/2020	01 R 010 258 000 000 050	Music	-110.00
19-10044	05/29/2020	01 R 005 000 000 000 050	Jr Scholastic	-50.00
19-10044	05/29/2020	01 R 005 000 000 000 050	Planner	-15.00
19-10044	05/29/2020	01 R 010 270 000 000 050	MS Engineering	-45.00
19-10044	05/29/2020	01 R 010 270 000 000 050	HS Engineering	-75.00
19-10044	05/29/2020	01 R 010 212 000 000 050	Art	-45.00

<u>Batch</u>	<u>Post Date</u>	<u>Acct Nbr</u>	<u>Description</u>	<u>Amount</u>
			Totals for 19-10044	0.00
			Total for Journal Entries	0.00

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	GENERAL FUND	11,714.09	0.00	-11,714.09	0.00
***	Fund Summary Totals ***	11,714.09	0.00	-11,714.09	0.00

***** End of report *****

Expansion Committee: 2019-2020 Final Committee Update (6.10.20)

Name of Committee:Expansion Committee
Your name: Lisa Anderson and Jeff Eng
Name of the Chair: Jeff Eng and John Gawerecki
Usual meeting time, place or other details: Last Tuesday afternoon of the month at 4:30 pm. There was no meeting scheduled in May.
Membership: Open to everyone, but needs administration, teachers, and at least one board member. Current members include: John G, Shannon F, Tom J, Ken L, Emily W, Dan E, Girish J, Jeff E, Noah L, and Lisa A
Accomplishments this year: Interviewed 3 possible companies to facilitate our expansion program.

Remaining Tasks	Who is responsible for completion of the task? (This might be a person or a smaller subcommittee.)	Expected Date of Completion
Create a questionnaire to follow up and interview the three companies (RFP)	Entire Committee	Summer
Select a Consultant	Entire committee	Summer
Create a timeline	Entire committee	Summer
Put budget examples together for the community to demonstrate the need for expansion	John and Finance committee as necessary	Summer

Despite the closure of MSA's facilities from the middle of March through the end of the school year due to the governor's executive order pertaining to COVID-19, and the possible effects that COVID-19 may have on future school plans in general, the Committee has recommended that the planning process for expansion continues.

No meeting is currently scheduled for the summer.

2019-2020 Final Committee Update: Policy Committee

In addition to your regular report, please complete the following summary to be put in the Board Packet.

Name of Committee: Policy Committee
Your name: Michelle Kurkoski
Name of the Chair: Michelle Kurkoski
Usual meeting time, place or other details: As needed for state updates or requested reviews
Membership: Michelle Kurkoski, Cody Schniepp, Adam Bartz
Accomplishments this year: Continued regular policy updates, update of Tobacco Use policy to reflect an intervention approach, creation of Form 413 to report harassment and bullying.

Remaining Tasks	Who is responsible for completion of the task? (This might be a person or a smaller subcommittee.)	Expected Date of Completion
July Policy updates (414, 721, 802).	Michelle K	July 9th
Introduce new policies 535 (service animals) and 713 (student accounts) as potential policies to be implemented.	Michelle K	Introduce policies for July BOD meeting, would require two additional meetings to pass (minimum)
Clarify process for updated policies to be changed on MSA website	BOD (Michelle K will introduce the discussion)	June 15th
Policy updates calendar (monthly guide)	Lisa A and Michelle K	June 15th

Any other important information that you think the Board needs to know?

There is a newsletter that is published that has all the substantive and non-substantive changes to the policies from MSBA. This is something that should be checked every June to be sure that there aren't any that we have missed over the course of the school year

Math and Science Academy

Adopted: June 2, 2005
 Revised: September 19, 2013
 Revised: August 17, 2015
 Revised: May 20, 2019
 Revised: August 19, 2019

510.1 EXTRACURRICULAR ELIGIBILITY

I. PURPOSE

The Math and Science Academy (MSA) recognizes that extracurricular and athletic activities enrich the educational experience and social development of students. Participation in extracurricular activities is a privilege. Care must be taken to ensure that these activities do not take precedence over subject matter areas, but remain supplemental to the basic courses. It is desirable that students participate in such activities to the extent that they further their educational and social development. It is important that such participation not jeopardize student academic achievement. The purpose of this policy is to assist MSA in maintaining its educational goals.

II. GENERAL STATEMENT OF POLICY

- A. This policy relates to all extracurricular activities, including competitive activities, lettering activities, and student clubs.
- B. This policy applies to students in grades 6 through 12. This policy will be in effect throughout the school year.
- C. Student grades will be checked ~~every 5 weeks~~. **LIST WEEKS CHECKED**
 - Oct 1st**
 - Midsemester**
 - Dec 1st**
 - End of semester 1**
 - March 1**
 - Midsemester**
 - May 1**

Starting with the first grade check, students who have D or F grades will be ineligible to participate in any- extracurricular— activities and will receive notice of their ineligibility.

- D. Students who have lost eligibility will not be able to participate in any extracurricular activities; including practices, planning, and events unless they create an academic improvement plan with the MSA Activities Director (Activities Director). STUDENTS WILL REMAIN ON THE ACADEMIC IMPROVEMENT PLAN UNTIL THE NEXT GRADE CHECK THAT IS RUN BY THE AD SHOWING ACADEMIC IMPROVEMENT TO A GRADE OF C- OR BETTER IN EACH OF THE PROBATIONARY CLASSES.**
1. The academic improvement plan will allow the students to participate in extracurricular activities **BY COMPLETING THE ACADEMIC IMPROVEMENT PLAN** ~~on a week-to-week basis~~ by showing progress (academic improvement) **FOR FOUR OR FIVE CONSECUTIVE WEEKS (BASED ON THE WEEKS GRADES ARE CHECKED LISTED ABOVE)** and by obtaining signatures from teachers involved in the applicable classes requiring improvement.
 2. The plan should be turned in every ~~Friday~~ **WEEK, BY APPOINTMENT WITH THE TEACHERS INVOLVED IN THE APPLICABLE CLASSES REQUIRING IMPROVEMENT. THIS IS MANDATORY** in order to participate in an extracurricular activity (ties) the following week.
 3. Special education students will work with their case manager and the Activities Director to create an academic improvement plan. Special education student will have their academic improvement plans signed by their case manager.
- E. GRADES USED TO RUN REPORTS TO DETERMINE ELIGIBILITY WILL BE BASED ON THE CURRENT SEMESTER'S GRADE**
- F. ONCE A STUDENT IS ON ACADEMIC INELIGIBILITY, THEY WILL REMAIN ON IT UNTIL THE NEXT GRADE REPORT IS RUN. IF A STUDENT ENROLLED IN A SEMESTER-LONG CLASS IS ON ACADEMIC INELIGIBILITY FOR THAT CLASS AT THE END OF SEMESTER ONE, THEY WILL NOT BE ON ACADEMIC INELIGIBILITY AT THE BEGINNING OF SEMESTER TWO BECAUSE THEY WOULD BE UNABLE TO COMPLETE THE ABOVE PLAN REQUIREMENTS.**
- ~~E. Notwithstanding Item C., students may regain their eligibility to participate in extracurricular activities every 5 weeks, if they have no D or F grades.~~

III. DEFINITIONS

- A.** Extracurricular activities are defined as having the following characteristics:
1. The activity is sponsored, supervised, or financed by MSA.
 2. Students participating in the activity represent MSA.
 3. The activity is not part of the regular school curriculum and does not take place during the regular school day.
 4. The activity is not graded or offered for credit.
- B.** Extracurricular activities include competitive activities, lettering activities and student clubs.

IV. APPEALS

Appeals will be addressed according to MSA policy 103.

V. NOTICE

This policy shall appear in the student handbook.

Parent Board Candidates (6.10.20)

Name: Erik Fair

Email address: mejifair@gmail.com

More about me: <https://www.linkedin.com/in/efair/>

I am excited about an opportunity to help serve the MSA community!!!

A few quick highlights that I think are relevant to this position:

1. I have 10+ years of non-profit board experience, including chairman positions at my local church (Five Oaks Community Church) and currently as the Chair of the Retailer Council Board with the Consumer Technology Association (association that organizes CES in Las Vegas every year)
2. I have 20+ years in the business world in retail, wholesale, finance, operations and currently leading global brand execution work on behalf of Best Buy's private label branded products.
3. I have spent my entire life in this community – I spent my entire K-12 experience at New Life Academy (with a 1 ½ year stint at Hastings High School) and have maintained many wonderful connections throughout the Woodbury/Cottage Grove/Oakdale/etc. areas.
4. I love people, community and the ideas that moving forward united is infinitely more successful and rewarding than moving forward separate. How we execute against staying connected while apart is of infinite importance during this time. I love this and would be a passionate advocate of this ideal.

I have a passion for learning, and for continuing to support the evolution of learning focused on how we can unleash generations of students that love the challenge of learning and how they can meaningfully contribute to society once they graduate and start writing their own story. My daughter, Elliana ("Mrs. Anderson is the best" – Elliana direct quote) loves MSA and, quite honestly, was the best thing that happened to her (and our family by proxy) when she was selected 4 years ago.

Now Ava will be joining the MSA family next year and that brings both pride and passion to me as it relates to ensuring our kids' (all of our kids) experiences at MSA equip them to be thoughtful, humble and knowledgeable positive change agents in our world for decades to come.

Hopefully that gives you a little perspective on who I am, and the passion and engagement that I would bring to any service I can provide through a board position.

Let me know if you have any questions!

Name: Girish Jorapurkar

Email: girish.jorapurkar@gmail.com

A short explanation of what I would bring to the MSA BOD:

I bring varied experience from my professional background in technology (cybersecurity) to my volunteering for local organizations, government task-forces and school committees. I have worked in multinational companies with people of diverse backgrounds, culture and nationalities. In short, I want to serve on the MSA Board to contribute insights and ideas to propel MSA Dragons to take on the 21st century challenges with empathy and goodwill towards all.

Name: Heather Krisko

Good afternoon,

I would like to share my interest in fulfilling the rest of Jeff Eng's term on the MSA BOD starting June 15th and ending June 2021.

My name is Heather Krisko and the following email address hkrisko@gmail.com is the best email to reach me at since I am able to access google forms and documents using this email address. Please note this is the email address on file with the communications committee but it's not my primary email on skyward. I have three kids at MSA who are currently in 7th grade, 9th grade and 11th grade.

I am interested in being a part of the MSA Board of Directors because I would like to be involved in helping maintain "the MSA way." MSA has been known for academic rigor and high level of students that graduate from MSA and I would like to be a part of the Board of Directors which oversees and works with members of the MSA community to ensure we are the best we can be.

Three years ago an email was sent to families asking for participation on a communication committee and I responded to the request and am still on the committee today. I want to continue to be a part of and contribute to the MSA community and feel this board position will give me that opportunity. As schedules have allowed, I have been attending many of the Board of Director meetings and have taken opportunities to work with MSA staff and Board Members on the Coaches Handbook, Activities/Athletics Handbook, Transportation Policy, and Distance Learning (including the DL microsite). As for my previous experiences that may help me on the board, I have been involved in other boards - past and present. I was on the Royal Oaks Elementary PTA and held the positions of President and Co-President (2012-2014) and ran the Silent Auction as well as other fundraisers and school events. I was a member of the WAA In House Baseball Board (2011-2013) and transitioned to the Travel Baseball Board (2013-current), holding multiple positions on the board including Grade Level Coordinator, Volunteer Coordinator, Field Coordinator, Field Crew Coordinator, Social Media, and/or a combination of these positions. I work at Bailey Elementary School and the education of our students from Pre-K through Graduation is an experience and I strive to give students the best

opportunities. I believe these experiences coupled with my experiences at MSA would benefit the MSA Board of Directors.

I feel very lucky to have gotten to know so many of the MSA teachers and staff during our time at MSA both from my being involved on committees as well as through my kids in their classroom experiences. This year alone my kids had 19 teachers at MSA (three teachers had two of my kids this year and one of my kids had two math teachers due to a teacher change mid-way). My kids are also involved in orchestra, cross country, nordic skiing, track and field, NHS, and Tri-M and I believe MSA students have many opportunities to be themselves in a supportive community. I choose to be involved at MSA because it is a community in which I am proud my family and I are members.

I appreciate your time and consideration.

Name: Rob Krueger

Email: rkrueger@csp.edu

My daughter Abby is currently a ninth grader. My son Jack (Jonathan) graduated from MSA in 2018. My daughter Anna went to MSA for 6th-8th grade and enjoyed her time in music and theatre.

What can I contribute to the board? I am a college math professor at Concordia University, St. Paul. There have been several dozen MSA students who have taken math courses from us as PSEO students. As a lifelong college educator, I know what it takes to prepare students for a successful college career. I also have experience with budgets and technology. This is a good time in my career to give back to the school which has given so much to my children.

Looking forward to hearing from you.

Rob Krueger

Name: Rajsekhar Perumalachetty

Email: malturaj@yahoo.com

I'm quite invested in seeing MSA excel and continue to be a strong and premium institution. My Daughter Naina and son Neel are a part of the MSA family.

We have been part of Woodbury community since 2016, I have recently moved from BlueCross Blueshield of MN to DST Health Solutions as a Healthcare portfolio owner. I'm a part of Univ of MN Alumni and got my Masters degree in Business from the Carlson school in 2017.

Given the hard times and the changing scenario for mode of knowledge transfer and conventional education, we all have to ensure safe school environments, focus on innovations, leverage technology to fulfill the mission statement of MSA and set standards for future years.

Math and Science Academy
Board Officer Elections
Self-Nomination Form
2020-2021

Name: Annie Cardenas

Circle One:

Parent Board Member

Community Board Member

Teacher Board Member

Please check the offices that you are interested in, however, remember the following:

- If you are interested in more than one office you may rank order your choices.
- If the Chair is a teacher, then the Vice Chair shall be a non-teacher. If the Chair is a non-teacher, then the Vice Chair shall be a teacher.
- Also keep in mind that the elections occur in the following order: Chair, Vice Chair, Treasurer, Secretary

 1 Chair: The Chair will appoint committee members, call and chair meetings, and serve as the chief spokesperson for the board. The Chair also meets once a week with the Director to build a relationship and work on creating and implementing common goals for the school. The Chair traditionally sends out a letter to the community after each regular meeting. Besides the monthly board meetings and weekly director meetings, the Chair spends approximately 2-5 hours per week on chair business. However, during the Director Evaluation and Board Elections, it is far more.

 2 Vice Chair: The Vice Chair will assist the Chair as needed and will preside at board meetings in the absence of the Chair. The Vice Chair spends approximately 2-5 hours per week on board business

 Treasurer: The Treasurer will work with the director, business manager and contracted financial firm to oversee school finances. The treasurer will conduct finance committee meetings to examine financial reports and consider other financial matters to prepare for the monthly board meetings.

 Secretary: The Secretary will be responsible for keeping the minutes of board meetings and providing members with a report of the proceedings. The Secretary will also preserve all documents and records belonging to the school, and will give or cause to be given notice of all meetings of the members and all meetings of the Board of Directors and Board Committees. In addition to my time serving on the Board, acting as Secretary takes an additional 1-2 hours per month on average. Obviously, it is more if we have more meetings in a month.

Please list any information that you would like the other Board members to know about you and your qualifications. I have been a teacher at MSA for 8 years and am a passionate advocate for what MSA is as an educational progressive in Minnesota, , I have prior board experience as I served on the MSA board prior to my leaving in 2015. I am willing to be in an officer position for the time I serve on the board to give MSA a much needed multiyear consistency at the officer level. I have just completed officer training for vice chair/chair with MSBA (May 2020). In addition to that, I have led/served on many committees requiring me to liaison with all MSA stakeholders to be successful (AFC-led several Give to the Max fundraisers(each campaign I led met the financial goal) and I was Parent Team liaison for several years. Also, I teach difficult science content areas that are embedded in the fabric of MSA's mission and vision (Chemistry, AP Chemistry), I am hard working without a lot of outside personal interference competing for my time that I am willing to put into MSA (I have adult-independent children, finished with my education), and most importantly feel that MSA needs to have the stability of an officer representative for more than one year. I have always come through with leadership items I was assigned and on the agreed upon time that item was stated it would be done. I am a person who says what I will do and follows through with those promises. I deeply love this school, I hope I am able to become an office to show how much.

Additional Notes:

- Please return the form electronically to the chair by June 3
- If the chair is not leaving the board and is interested in running for positions, then the BOD will designate an off-going board member that the forms can go to instead.
- If there are no candidates for some of the positions, then the chair will send out a notification for that position on June 4.
- Completed Self-Nomination forms will go out in the regular Board packet.
- Also, if the June meeting is remote, you will not be able to have a secret ballot for the Officer Elections.

Math and Science Academy
Board Officer Elections
Self-Nomination Form
2020-2021

Name: Maggie Burggraaff

Circle One:

Parent Board Member

Community Board Member

Teacher Board Member

Please check the offices that you are interested in, however, remember the following:

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_____ Treasurer: The Treasurer will work with the director, business manager and contracted financial firm to oversee school finances. The treasurer will conduct finance committee meetings to examine financial reports and consider other financial matters to prepare for the monthly board meetings.

Secretary: The Secretary will be responsible for keeping the minutes of board meetings and providing members with a report of the proceedings. The Secretary will also preserve all documents and records belonging to the school, and will give or cause to be given notice of all meetings of the members and all meetings of the Board of Directors and Board Committees. In addition to my time serving on the Board, acting as Secretary takes an additional 1-2 hours per month on average. Obviously, it is more if we have more meetings in a month.

Please list any information that you would like the other Board members to know about you and your qualifications.

I am an English teacher and that may be simply putting it, but I am quite adept at mechanics, usage, grammar, and writing. I am the current secretary for the Academics Committee. I would like the opportunity to hold a leadership position on the BOD.

Additional Notes:

- Please return the form electronically to the chair by June 3
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Math and Science Academy
Board Officer Elections
Self-Nomination Form
2020-2021

Name: Cody Schniepp

Circle One:

Parent Board Member

Community Board Member

Teacher Board Member

Please check the offices that you are interested in, however, remember the following:

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- Also keep in mind that the elections occur in the following order: Chair, Vice Chair, Treasurer, Secretary

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_____ Vice Chair: The Vice Chair will assist the Chair as needed and will preside at board meetings in the absence of the Chair. The Vice Chair spends approximately 2-5 hours per week on board business

X Treasurer: The Treasurer will work with the director, business manager and contracted financial firm to oversee school finances. The treasurer will conduct finance committee meetings to examine financial reports and consider other financial matters to prepare for the monthly board meetings.

_____ Secretary: The Secretary will be responsible for keeping the minutes of board meetings and providing members with a report of the proceedings. The Secretary will also preserve all documents and records belonging to the school, and will give or cause to be given notice of all meetings of the members and all meetings of the Board of Directors and Board Committees. In addition to my time serving on the Board, acting as Secretary takes an additional 1-2 hours per month on average. Obviously, it is more if we have more meetings in a month.

Please list any information that you would like the other Board members to know about you and your qualifications.

Have a BA in accounting, working on a Master in Business Admin., and taking a non-profit financial management course in the spring.

Additional Notes:

- Please return the form electronically to the chair by: June 3
- If the chair is not leaving the board and is interested in running for positions, then the BOD will designate an off-going board member that the forms can go to instead.
- If there are no candidates for some of the positions, then the chair will send out a notification for that position on June 4.
- Completed Self-Nomination forms will go out in the regular Board packet.
- Also, if the June meeting is remote, you will not be able to have a secret ballot for the Officer Elections.

Math and Science Academy
Board Officer Elections
Self-Nomination Form
2020-2021

Name: Dan Ellingson

Circle One:

Parent Board Member

Community Board Member

Teacher Board Member

Please check the offices that you are interested in, however, remember the following:

- If you are interested in more than one office you may rank order your choices.
- If the Chair is a teacher, then the Vice Chair shall be a non-teacher. If the Chair is a non-teacher, then the Vice Chair shall be a teacher.
- Also keep in mind that the elections occur in the following order: Chair, Vice Chair, Treasurer, Secretary

 2 Chair: The Chair will appoint committee members, call and chair meetings, and serve as the chief spokesperson for the board. The Chair also meets once a week with the Director to build a relationship and work on creating and implementing common goals for the school. The Chair traditionally sends out a letter to the community after each regular meeting. Besides the monthly board meetings and weekly director meetings, the Chair spends approximately 2-5 hours per week on chair business. However, during the Director Evaluation and Board Elections, it is far more.

 1 Vice Chair: The Vice Chair will assist the Chair as needed and will preside at board meetings in the absence of the Chair. The Vice Chair spends approximately 2-5 hours per week on board business

 Treasurer: The Treasurer will work with the director, business manager and contracted financial firm to oversee school finances. The treasurer will conduct finance committee meetings to examine financial reports and consider other financial matters to prepare for the monthly board meetings.

 Secretary: The Secretary will be responsible for keeping the minutes of board meetings and providing members with a report of the proceedings. The Secretary will also preserve all documents and records belonging to the school, and will give or cause to be given notice of all meetings of the members and all meetings of the Board of Directors and Board Committees. In addition to my time serving on the Board, acting as Secretary takes an additional 1-2 hours per month on average. Obviously, it is more if we have more meetings in a month.

Please list any information that you would like the other Board members to know about you and your qualifications.

Dear MSA Board of Directors,

I have had the privilege of serving on the MSA BOD now for nearly 1 year, and have learned a great deal. While I have participated in every opportunity that I was able to, I would like to step up my contribution moving forward by running for the Chair or Vice Chair position. Ideally I would love to start with Vice Chair and move up to Chair the following year, however I understand that this year we have both Chair and Vice Chair positions open so it will be a good discussion on how best to fill the roles for the next two years.

I am motivated to run because I see these next few years as extremely formative for the future of MSA. Every year is important, but we are now laying down the foundation for our expansion / vision that will take us through the next 20 years. Through my professional work I have had the fortunate experience of setting up our first ever expansion in the US, and today we have a successful factory in North Carolina through that effort.

I hope my 20 years of corporate experience will benefit MSA with a fresh perspective on how to accomplish our goals and lead meetings effectively/efficiently. I have lived overseas for many years, and have seen first hand the great value of diversity. Finally I feel my calm demeanor will be of value should we as a BOD be presented with items in the future that require a thoughtful response.

Thank you,

Dan Ellingson

Additional Notes:

- Please return the form electronically to the chair by June 3
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- If there are no candidates for some of the positions, then the chair will send out a notification for that position on June 4.
- Completed Self-Nomination forms will go out in the regular Board packet.
- Also, if the June meeting is remote, you will not be able to have a secret ballot for the Officer Elections.

Math and Science Academy
Board Officer Elections
Self-Nomination Form
2020-2021

Name: Michelle Kurkoski

Circle One:

Parent Board Member

Community Board Member

Teacher Board Member

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I have been on the BOD for a year, and I feel comfortable with what the notes and documentation would entail. I am also the BOD policy representative, which helps me to understand what the legal responsibilities of the BOD are, as well as the policies and procedures of the school. I can keep good notes, am familiar with both the Google suite and the Word suite, and rarely miss a meeting.

Additional Notes:

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Math and Science Academy
Board Officer Elections
Self-Nomination Form
2020-2021

Name: Judy Seeberger

Circle One:

Parent Board Member

~~Community Board Member~~

Teacher Board Member

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I have served on the following non-profits in the past:

- Yellow Ribbon Network of Washington County (Chair; Vice-Chair; Treasurer) 2011 - 2017
The YRNWC partners with the Minnesota National Guard to support military families in Washington County. The network helps connect schools, local units of government, law enforcement, social services, churches, civic and volunteer organizations for the special needs of a military family during a deployment. Families from all branches of the military are supported through the Yellow Ribbon Network. The network is a collaborative effort involving concerned citizens, city leaders, citizens soldiers who are members of the military and volunteers.
- Blue Watch (Executive Director) 2015 - 2018
Blue Watch served families of law enforcement connecting them with wellness services and offering all levels of support.

I have also served on the following public bodies:

- Planning Commission of Afton, MN 2011 - 2018
- City Council of Bayport, MN 2008 - 2011
- Planning Commission of Bayport, MN 2006 - 2008

I have a good working knowledge of Minnesota's Open Meeting laws, and have experience as both a Board Chair and Vice-Chair of a non-profit organization. I am comfortable leading meetings and speaking publicly.

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