

**Board of Directors  
Meeting Agenda  
Math & Science Academy  
Tuesday, March 17th, 2020  
Great Hall (3A)**

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 (Will be attending remotely at: 2440 Golf Drive, Woodbury MN 55129)

Cody Schniepp

Dan Ellingson

Michelle Kurkoski

Adam Bartz

Non-voting:

Emily Wong, Student Member

Judith Darling 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, February 18th, 2020

b. BOD Special Meeting on March 2nd, 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)

**10. Consent Agenda****a. Annual Review**

- i. Policy 616 School District Accountability Policy
- ii. Approve BOD Self Evaluation Form

**11. Old or Unfinished Business****a. By-Law Change**

- i. Vice Chair/Chair Progression
- ii. Early June Meeting (2nd Week)

**12. Items for Discussion and Decision**

- a. Approve BOD Election Ballot
- b. Academic School Year/Preparation for Online School
- c. Election Procedures

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

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

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

- a. Special Closed Meeting per MN Statute 13D.05 Subdivision 3, Paragraph A to evaluate the individual subject under the Board's Authority, March 26th, 2020.
- b. BOD Workshop, April 20th, 2020 at 5:00 pm
- c. Regularly Scheduled BOD Meeting April 20th, 2020, 6:15 pm

**15. Motion to Adjourn**

**Submitted:**

**Approved:**

# APPROVED

## Board of Directors Workshop Minutes Math & Science Academy Tuesday, February 18, 2020 Room 10

8430 Woodbury Crossing, Woodbury, MN 55125

**Call to Order** by Lisa Anderson at 5:01 pm

### Members Present:

#### Voting:

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

#### Non-voting:

John Gawarecki, Director (ex officio)

### Absent:

#### Voting:

Jeff Eng, Vice Chair & Parent Member

#### Non-Voting:

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

### Discussion:

1. MSA Director's Goals and BOD Evaluation. The draft document was reviewed. Discussed whether to deal with this electronically or via paper copy. BOD members reviewed the draft document and had no comments with regard to any proposed changes.
2. Director Evaluation Schedule. Discussed how the two closed meetings would be held. The first closed meeting is already scheduled for March 2, 2020 at 5:00 p.m. The second closed meeting was discussed. This would be without the Director present. It could be a long meeting. It was discussed that the results of that meeting would be presented to the Director at a later date by a few of the Board members. The second closed meeting will be held on March 26 at 5:15 p.m. The special closed meeting in April will be after the Director has received our offer, and he will then have a chance to respond. The Board discussed whether there are any parameters we would want to put in place for that meeting, and none were identified. The Chair brought up the idea of another meeting which would consist of more of an interview between the Director and a few members of the Board so that things beyond the goals could be discussed and perhaps positive achievements recognized. The idea would be that this would be done the week after Spring Break, then the information would be available to the Board by the second closed meeting. Mr. Ellingson expressed an interest in participating with the interviews.

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3. Board Self Evaluation. The Chair made the changes that people had suggested. Changed numbers to 1, 2, and 3. Included Board policies under "Duty of Loyalty" section. Added language "or know how to find them" to one of the items under "Duty of Obedience." Mr. Schniepp suggested this language would be good to also add to the laws and policies. Mr. Ellingson wonders if we are not confusing two things - knowing the thing and knowing how to find it. It was discussed whether knowing some deadlines were integral to service as a Board member. Perhaps knowing where to find them would be "proficient," and actually knowing them would be "superior." Wording was clarified on the form to reflect this idea.
  
4. Strategic plan. Last time we decided to leave review of the Mission, Vision, and Core Values to the next Board. But we should keep these ideas in our mind as we work through the rest of the Strategic Plan. Strategic priorities: should we continue to use these, should some things be added, should we just hold off until next year when the Mission, Vision, and Core Values are reviewed? Or do we have enough to do right now without diving into the priorities. Discussed the initiatives under priority: "Increase Mission-Driven Academic Programming." Nothing to change. Under "Performance Indicators," it was noted we have more than 10 AP classes. We could add some AP classes, it might have to be every other year. Ms. Kurkoski noted that rigor does not always equal AP classes. She stated we still need a diversity of classes and we can maintain and enhance academic rigor with classes that are not AP. Mr. Gawarecki noted that enhancing our rigor is something that came out from our recent SAM site visit. We will see this in the report we get in June. Mr. Gawarecki noted just because you have an AP class does not guarantee rigor. The Chair noted that the inverse is also true - just because something is not AP does not mean it's not rigorous. Mr. Gawarecki noted that there will likely be a requirement that public schools offer an additional science course for high school students. Ms. Kurkoski would like another performance indicator addressing humanities. Do we want a third performance indicator focusing on humanities, or do we want to change number two to include all course offerings? We will come back to this next time to give us time to think about how best to include this. The performance indicators for the next priority, "Achieve Teacher and Staff Excellence," were discussed. We will continue indicator number 1. Ms. Kurkoski does not like indicator number 2 - Skyward is not used in the classroom like other technology is used in the classroom. Having Skyward in there does not make sense. Mr. Gawarecki suggested phrasing to include technology use in the classroom, and how to use Skyward. The Chair thinks we don't need to mention Skyward, teachers just all need to learn to use Skyward. Mr. Langseth stated this probably made more sense when Skyward was used differently in the past. Decided to eliminate reference to Skyward. Indicator 3 - we are still doing. Delete the "if any" part at the end. Indicator 4 - we are doing that, it would be good to continue. Indicator 5 - we are still in the process of that. Remove the slash and replace it with "and." Indicator 6 - right now we are doing well with that. Discussed priority "Maintain and Enhance a Robust MSA Community," and the associated performance indicators. Indicator 1 - we have done with teachers, unsure about the greater community. Mr. Gawarecki stated that originally this stemmed from the "three house" idea. This was before we had buildings C and D. Adding those two buildings has changed the dynamics of the school considerably. It is challenging to keep everyone connected. Mr. Gawarecki noted we do have a community building task force and it is focused only on staff. The Chair stated that she thinks this indicator was meant to address only staff. Language clarifying the intent of this indicator was suggested. Question whether the chair of the community building task force was aware of this performance indicator. Indicator 2 - We do have the new 9th grade seminar class. Ms. Kurkoski noted that LINK is in place and it's good, but it's spotty. The Chair commented it would be nice if they could do more during study hall. Check in with how the students are mentoring each other and how that is going. We have the open house for the new 9th graders - we are doing more and more things. Perhaps we clarify to simply "student mentoring system" rather than buddy system.

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**Workshop was adjourned at 5:58 pm**

**Submitted and Approved:**  
Judy Seeberger, Secretary

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## Board of Directors Meeting Minutes Math & Science Academy Tuesday, February 18, 2020 Room 10

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  
Noah Langseth, Treasurer & Teacher Member  
Judy Seeberger, Secretary & Teacher Member  
Cody Schniepp, Community Member  
Michelle Kurkoski, Teacher Member  
Adam Bartz, Community Member  
Dan Ellingson, Parent Member

Non-voting:

John Gawarecki, Director (ex officio)  
Judith Darling, BKDA, Contracted Financial Manager (ex officio)

**Absent:**

Voting:

Jeff Eng, Vice Chair & Parent Member  
Ramesh Aki, Parent Member

Non-voting:

Emily Wong, Student Member

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

Conflicts of Interest: None

Discussion:

Correction: Policy 710 is the second reading

**Motion to approve the agenda.**

Moved by: Adam Bartz      Second: Cody Schniepp

Vote: 7-yes      0-no      0-abstain

The motion carries.

**4. Open Forum**

None

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## 5. Approval of January 21, 2020 Workshop and Meeting Minutes.

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

Moved by: Michelle Kurkoski      Second: Dan Ellingson

Discussion:

None

Vote: 7-yes      0-no      0 abstain

The motion carries.

## 6. Chair's Report

No report.

## 7. Director's Report

In addition to the Directors' Report included in the materials, Mr. Gawarecki stated the U.S. Dept of Education was planning on making a visit to MSA next Monday, but they need to postpone. They are now looking at coming out some time in March or April. They've done some extensive research on the school. They picked us because we're a top school in MN for the past 5 years. We are the only charter school they are going to visit.

On a question from the Chair, Ms. Froberg clarified there is a Credit Recovery Task Force, and they did meet last month.

Climate survey on p. 23. Included all the questions on the survey. None of the comments were included, just the numbers. Some of the comments had personal identifying information and thus were not included. Ms. Kurkoski indicated she would have liked to see some of the comments (the ones without personally identifiable information). This could give the numbers some context. Mr. Gawarecki will look into that. He clarified that not all the questions had comments to them. Mr. Ellingson commented that all employees, if surveyed, would indicate they would like more money. There was a discussion on the MSA pay scale and what teachers at a charter school are paid versus what teachers at a traditional public school are paid. Mr. Gawarecki stated that the U.S. Dept of Labor raised the threshold of minimum salary for a salaried employee, so the pay scale needs to be adjusted. Also, benefit costs are going up. There are a lot of moving parts - some employees don't take benefits, so compensation packages are not necessarily the same.

## 1. Student Achievement

- a. MSA has been ranked as the 3rd Best Middle School in the United States by The Best Schools. Here is a link to the rankings:  
<https://thebestschools.org/features/50-best-middle-schools-grades-7-8-america/>.
- b. The Aqua Dragons advanced to the FLL State Championship on February 22nd The team won the top Robot Performance Award and Innovative Achievement Award during their competition at Regionals and Sections.
- c. MSA had two Nordic Ski team members qualify for the State Meet.
- d. MSA's Basketball teams played at Target Center on January 31st.

## 2. Create a Facilities Management Plan

- a. Continued to attend and participate in the Expansion Committee's monthly meeting.

## 3. Communication and Community Relationship



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- a. Results and recommendations from the Climate Survey may be found at the end of this report.
- b. Held our annual Open House on January 28th with over 300 attendees.
- c. Attended the PSEO Night on January 27th.
- d. Attended the basketball games at Target Center on January 31st.
- e. Attended a MACS Legislative Update on February 3rd.
- f. Hosted SAM Site Reviewers for a two day site review on February 4th & 5th.
- g. Observed the One Act plays on February 7th and sent photos to staff to encourage attendance at Saturday's performances.

#### **4. Human Resources Management**

- a. Mr. Noah Dombrovski has started as our newest Special Education teacher, beginning his duties on February 10th. Mr. Dombrovski is the head coach of the Academy Force Football team (MSA is a co-op member of the team.)
- b. I continue to hold office hours of 10:00 - 11:00 am on Tuesdays in Building A and from 1:00 - 2:00 pm on Thursdays in Building B.
- c. Attended the GSA Club meeting on February 10th.

#### December 2019 MSA Staff Climate Survey

During the week of December 16<sup>th</sup>, 2019, an employee climate survey was taken. Of the 54 employees, 39 returned the surveys for a return rate of 72%. There were 20 total questions on the survey with 19 relating to questions concerning direct work climate. The first question concerned how long the employee worked at MSA via year groupings.

Of the 19 questions concerning direct work climate, six questions (32%) had an average rating of over 2.75 on a 3-point scale. These high achieving questions included:

<u>Question #</u>	<u>Question:</u>
2.	Overall, I enjoy working at MSA.
5.	I feel challenged in my current position.
9.	I feel comfortable going to my building administrator with issues and/or concerns.
11.	I understand how to meet expectations in in my position.
18.	I understand MSA s vision.
19.	I feel safe at work.

An additional six question had an average rating of over 2.50 on the 3-point scale. These questions were:

<u>Question #</u>	<u>Question:</u>
7.	I am treated fairly at MSA.

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- 8. The morale in my department is high.
- 10. I am provided honest and useful feedback about my performance.
- 13. MSA's total benefits program meets my needs.
- 14. Paid time off benefits provided are competitive.
- 20. Administration does not tolerate bullying or offensive/harassing behavior.

There were four questions that had an average rating between 2.49 and 2.0. These included:

- | <u>Question #</u> | <u>Question:</u>   |
|-------------------|--|
| 3.                | I receive the right amount of recognition and acknowledgement. |
| 12.               | As an employee, I feel heard and empowered.                    |
| 15.               | Health Insurance provided meets my health needs.               |
| 17.               | My scheduled hours allow me to balance my work/personal life.  |

Three question had an average rating that was below the 2.0 level. These were:

- 4. There is effective communication within MSA.
- 6. There is an opportunity for career advancement.
- 16. I am fairly compensated for the work I do.

Question 16 had the lowest average of these three areas, while the other two questions were just below the 2.0 threshold.

To address the lowest scoring questions, (those below a 2.0 average) the following action plans will be implemented.

For the lowest scoring area (I am fairly compensated for the work I do.) I am recommending that the Board provide a performance stipend if we meet one of our authorizer goals. This will provide an immediate financial adjustment for staff, provided that we meet the goal. From the staff that returned surveys and have worked at MSA less than 5 years, the average score for this question was 1.60, while the average score for those over 5 years was 1.88. By providing a performance stipend, the group working at MSA less than 5 years will see a bigger percent increase of their combined pay than the over 5 year group, which will still see an increase in their combined pay total, but just not at the same percentage increase.

In addition to this action, I will be investigating the current pay scale for our teachers to ensure that our beginning year salaries are more competitive with industry levels. During the next year there will be a task force launched to revisit the pay scales for both the teachers and the paraprofessionals.

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During this review, we will focus on increasing the current pay scale which may result in pay increases that employees experience that will be between 5 and 15 percent.

For the next lowest scoring question (There is an opportunity for career advancement.) There may not be as many opportunities to present to the staff due to the nature of the education industry and the size of MSA's staff. We will continue to offer professional development opportunities for staff to take advantage of so that they can progress within their academic field. Offering additional opportunities for staff to fill leadership positions in the form of task force and committee chairs as well as being advisors for activities could fill some of this need.

In addition to these measures, I will survey the staff before the end of the school year to see if there are interest areas from the staff which MSA could provide for them.

The final question which averaged a score under 2.0, although just slightly, (There is effective communication within MSA.) will take more time to address because additional information will need to be collected/reviewed. The staff will be surveyed concerning the question before the end of school so that this information is collected. In order for this item to be addressed properly, a determination will be need to be made concerning where the communication disconnect is originating from and what the expectation to be effective is measuring. From this additional input, a plan will be implemented to target specific items which will increase the effective communication within MSA.

### **Assistant Director (Activities) Goal Update**

#### **1. Student Services**

- Completed multiple student investigations
- Supervised students during lunch
- Attended multiple evaluation, IEP and 504 meetings
- Attended Tier 2 meeting
- Drug dog visited MSA. Did not find anything

#### **2. Communication and Interaction**

- Working with a working group to update the school web page
- Banner on web page highlighting our 2 state nordic participants.
- Basketball scores have been put into the announcements.

#### **3. Facility Services**

- Overseen building B meetings
- Acknowledged the hard work of staff in building B with bagels
- Welcomed the new SPED teacher
- Covered in classrooms as needed.

#### **4. Educational Leader**

- Held our second official mentoring meeting for new to teaching teachers.
- Supported teachers who needed some support in their classes.
- Going to a cultural relevance workshop on Feb. 18th.

#### **5. Governance and Policy Development**

- Will need to revisit eligibility policy
- Attended credit recovery task force meeting
- Attended Finance Committee
- Attended building meetings
- Attended Athletic Conference Meeting
  - o We met to discuss budget, winter sport wrap up and tournament and spring sports.
    - Only 30% of the AD's are planning to return next year. The reasons are the lack of support and understanding of what the job entails. The negative

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feedback from people who do not understand the job. People fail to acknowledge the successes but are quick to comment and complain when something goes wrong. The amount of work for the lack of pay. The number of hours needed to do the job.

- Only 20% of the AD's have been at their current job for more than 3 years. This results in issues with programming. Keeping the consistency of the leader is essential for the growth of the program. The students suffer with this turn over rate.
- This turn over rate also results in extra work for those ADs who stay around. They need to mentor and pick up the slack.

### 6. Staff Supervision

- Continuing teacher observations

### 7. Activities

- Robotics season is coming close to competitions
- The Target Center game was a great success. MSA and Liberty sold over 500 tickets. It was a great night.
- We have 2 girls going to the State Nordic Meet.
- Basketball conference tournament will be at Hmong Academy on Feb. 22nd..
- Senior night for boys basketball will be Feb 20th..
- One Act Play performed 3 times last weekend.
- Spring sport sign ups to begin week of Feb. 18th

### 8. Academic Improvement

- We found a glitch in our current eligibility policy. The new policy states to run eligibility reports every 4 weeks. The semester break is week 18. This meant a new report was to be run with only 8 days of grades. This did not represent the accurate report. Staff voted and decided that the report would be run in 4 weeks. Which is Feb 18th and letters sent to families then. The policy will need to be revised and brought back to the board.

### 9. Financial Management

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

### 10. Other

- Continued conversation about graduation and lock in.
- Submitted 2 students for the MNIAA/NIAAA Scholarship

## Assistant Director (Middle School) Goal Update

### 1. Student Services

- Facilitated winter Fastbridge testing
- Facilitated student support process
- Completed tier 3 intervention meeting for four 6th grade students a tier 2 meeting for two 7th grade students. Supported implementation of appropriate interventions.
- Shadowed administration at South Jr. High in St. Cloud to observe their MTSS process. Information will be shared with staff to improve our student support process
- Worked to resolve student behavior concerns as needed
- Providing support and leadership for PBIS team
- Attended all 504 meetings and IEP meetings as requested
- Completed preliminary scheduling for 2020-2021 with scheduling coordinator and director
- Gave numerous tours to prospective students and families
- Supervised lunch

### 2. Communication and Interaction

- Distributing monthly newsletter
- Communicating within 24-48 hours of all contact by parents
- Using Twitter to both collaborate with fellow educators and showcase the goings on at MSA
- Participated in weekly admin and director team meetings

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## 3. Facility Services

- Leads building A meetings
- Coordinates building A maintenance needs with maintenance contractor
- Helped coordinate building A bathroom repairs
- Have ensured proper snow and ice removal completed during inclement weather

## 4. Educational Leader

- Completed almost all required teacher observations per school procedures
- Have completed two formal mentoring sessions and am overseeing informal mentoring sessions
- Supporting middle school counselor with Friday advisory lessons
- Coordinating Culturally Responsive Curriculum PD
- Sent preliminary emails to begin PD planning for the 2020-2021 school year. 1st PD task force meeting is Feb 21st

## 5. Governance and Policy Development

- Chairperson of AFC
- Facilitated the achievement of our MSA's Give to the Max goal
- Attended January Academic committee meetings

## 6. Staff Supervision

- Provided coaching to staff members if needed
- Met and discussed teaching license renewal with staff in need
- Distributed CEU's to staff as needed

## 7. Board of Directors

- Attended January BOD meeting
- Submits monthly AFC meeting minutes for BOD packet
- WBWF presentation to the community was held on February 11th.

## 8. Other

- Assisted with Open house for prospective students in January

### High School Counselor Goal Update

- Held a PSEO night on Jan 27th
- Junior night will be held on Feb 24th
- 2 additional college planning workshops are now scheduled for spring
- Xello has been implemented in all grades 9-12. Students have been making progress towards lessons in Xello since the beginning of the school year. Students will continue to use Xello in the 19-20 school year.
- AP exams are ordered and ACT data upload is complete in preparation for both tests in March and May.
- Continue to process college applications and scholarship materials as they are received.
- Continue to work with Joell to ensure students are scheduled for the appropriate classes for the 20-21 school year.
- Continue to work with students and families who are interested in PSEO and AP courses for the 20-21 school year.
- Continue to meet with students regarding mental health on an as needed basis.

### 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

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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 a 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. I have shared the Friday advisory schedule and send out emails every week on what we are doing that week. Emails continue to go out weekly.
- b. Provide instructional material for Friday Advisory time to advisers at least one week in advance of each lesson.
  - i. I share materials for external lessons one week prior. Every Wednesday I share what we are doing for the week. If an external lesson is coming up I share those documents as well.
- c. Check in with extended day volunteers monthly and go into extended day at least once a month.
  - i. We are back to two staff members and three days. I have not been in touch yet but next week I will visit extended day to see how things are going.
- d. Provide a professional development staff training on personality traits and their role in relationships by March 7th.
  - i. We are looking at what time this would fit in nicely. We have what we will do now just working out the when.

## 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 but will work on it for April.
- 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. Have tried to attend. I have had inclement weather or have had other meetings during that time. I should be able to make it to more.

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- c. Team teach with the health teachers on mental health units.
  - i. Working on figuring out if it will fit in with the curriculum.
- d. Provide academic departments and director with academic summary results within one month of their release.
  - 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.
- 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 testing date. I also sent emails home and students leading up to the testing date.

### **8. Student Representative Communication and Update**

Ms. Wong had provided a written update with a communication process and upcoming events. .

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

#### **Board Committees:**

Academics (Ms. Anderson): Report submitted. Went through WBWF. WBWF met last week. Talked about academic eligibility. There were a lot of updates from a lot of committees. Gave out the GTTM grants as well. Next meeting 3/2 at 8:00.

Annual Fund (Mr. Langseth): No Report submitted. Did not meet since last BOD meeting. Next meeting is next Monday.

Communications (Ms. Kurkoski): Report submitted. Switched out a few things at the semester change - Justin changed weekly update from an Opt In to an Opt Out. Explained what the weekly update is and states it has been working well. Tech upgrades are still in process - digital displays, website content management - Justin sent out a Doodle. Computer club is working on some things, including online room scheduling. New business - procedure to waive an activity fee for students of coaches, mentors or activity leaders. It's only open to coaches MSHSL. For background checks, don't know who has it. We should be following the policy for who needs a background check. Our policy speaks to that for staff and volunteers. Suggestion to have an administrative absence calendar - do the same thing as a sub calendar. Communication with regard to pandemic or large number of students infected with influenza. Do need to review communication procedure guidelines - need an overhaul and review.

Personnel (Ms. Anderson): Report submitted. Worked on trying to figure out how much to measure the goals versus other competencies the Director has to master. Started the process of figuring that out. Next meeting looking at competencies and comparing those to the job description - how do they match up. That's where the conversation about the 360 interview came up to make sure we're looking at other things other than just the goals. Next meeting 2/24/2020.

Finance (Mr. Langseth): Report submitted. Discussed finances and also primarily stipends. Looked at what the numbers should be and came up with a total of \$108,000 to put toward stipends. We will need to vote on the stipends, and then on the financials.

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**Motion that MSA provide a performance stipend of up to \$108,000 for the staff provided that the school has a higher grade level and school-wide proficiency rate than Woodbury High School, South Washington County School District and the state average for same grades served on the math MCA based on preliminary data provided by MDE.**

Moved by: Noah Langseth      Second: Judy Seeberger

Discussion:

There are 55 staff members and about 9 part time regular employees. Mr. Ellingson wondered how does this compare to years past? Ms. Darling stated we haven't done it every year, and some years we didn't make our goals. Other years we didn't have the money in the budget to do it. Mr. Gawarecki stated the verbiage is right off of one of the Authorizer's goals. Mr. Ellingson asked how would this be divided? Mr. Gawarecki said there was a survey sent to staff regarding the distribution ratio. The majority voted to give a 1:1 ratio. There are about 50 staff members, and about 9 part-time regular staff members.

Vote: 7-yes 0-no 0-abstain  
The motion carries.

**Motion to approve the January 2020 financial statement.**

Moved by: Noah Langseth      Second: Cody Schneipp

Discussion:

Ms. Darling noted that we continue to stay the course. Goal is to draft the budget scenario.

Vote: 7-yes 0-no 0-abstain  
The motion carries.

School Expansion Possibilities (Mr. Eng): Report submitted. Met with two contractors, it was a good meeting. Hope to meet with one more contractor - either at this next meeting or the one after that. Mr. Eng will present to the staff on March 6. He will talk about innovation and some of the things we discussed at our Board workshop. This is being held as a workshop since we will have a quorum there since all the teachers will be there.

### 10. Consent Agenda

- a. Annual Review
  - i. Policy 524 (Internet Acceptable Use and Safety)

**Motion to approve Consent Agenda Item.**

Moved by: Michele Kurkoski      Second: Adam Bartz

Discussion:

None

Vote: 7-yes 0-no 0-abstain  
The motion carries.

### 11. Old or Unfinished Business

- a. **Policy 710 Extracurricular Transportation (Second Reading)**



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Discussion:

Waiting for the waiver. Also waiting to hear back from legal to review. Forms are not to be included in the policy.

### **Motion to approve Policy 710 Extracurricular Transportation.**

Moved by: Michele Kurkoski    Second: Adam Bartz

Discussion:

None

Vote: 7-yes    0-no    0-abstain

The motion carries.

### **b. Student Communication Format**

Discussion:

Ms. Wong provided information in the Board packet.

### **c. By Law Change**

i. Length of Terms

ii. Vice Chair/Chair Progression

iii. Early June Meeting (2nd week)

Discussion:

The Chair noted that we will have to vote on these tonight if we want them in place for the next election cycle. Mr. Schneipp noted that the teacher survey results show that teachers are in favor of parent member term of 3 years, and community member term of 2 years. Mr. Ellingson wondered if there was any commentary on why 24% of teachers were opposed to a 4-year term. Discussed that it is likely because it is sort of a long term, and teachers would not be willing to serve that amount of time. Mr. Ellingson would leave it 3 years for teachers, 3 years for parents, and maybe 2 years for community hours. Mr. Bartz noted the data shows a strong favoring for 2 years. Mr. Gawarecki noted that terms of 3-3-2 will result in some years where we replace 4 BOD members.

### **Motion to change membership terms for teachers for 4 years, parents for 3 years and community for 2 years.**

Moved by: Judy Seeberger    Second: Adam Bartz

Discussion:

At our next meeting we will need to discuss our transition for next election based on this new term limits. At the special meeting on March 2 to have the closed meeting to have the director evaluation, we will have an open meeting to vote on the term change. We will need to come up with a plan on how to make this new plan work.

Mr. Ramesh Aki joined the meeting at 7:05 pm

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Vote: Adam Bartz, Judy Seeberger, Lisa Anderson, Michele Kurkoski, Cody Schniepp,  
Ramesh Aki-yes Dan Ellingson & Noah Langseth-no 0-abstain  
The motion carries.

Discussion:  
Special meetings as listed in Item #14 below.

Table the Vice Chair/Chair progression and Early June Meeting to the next regular meeting.

## 12. Items for Discussion and Decision

### a. Eligibility Policy Update

Discussion:

Ms. Anderson indicated that we will need to change some parts of the eligibility policy. We made a new policy on how we track academic eligibility. We were going to look every 4 weeks, but the end of the semester was in the middle of those 4 weeks. So we had a term where we didn't know how to look at grades. At a teacher staff meeting, we decided we would start eligibility over at the start of second semester, then we look again 4 weeks into the second semester. Since the policy just started, we didn't realize this would happen. We need to change working just so this won't happen again. Staff thought it was best for the students to not have it work the way it did. Ms. Kurkoski and the Chair will work on language and bring it back to the Board.

### b. Approval Lottery Results

Discussion:

Mr. Gawarecki stated the lottery held last Friday. There were 548 applications. 97 were admitted. On the wait list after admissions we will still have 9 siblings and 442 students on the general wait list.

Mr. Gawarecki and the Board wan to thank Ms. Joell Pundsack for her work on the lottery.

#### **Motion to approve the 2020-2021 lottery enrollment.**

Moved by: Dan Ellingson Second: Cody Schniepp

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

### c. Achievement Stipend

#### **Motion to pay the stipend at 1:1 (teachers and other staff get the same payout ratio, and regular, part-time employees would get a \$50 stipend).**

Moved by: Lisa Anderson Second: Noah Langseth

Discussion:  
Board selected this option because it was the staff's preference.

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

### d. Recycling and Waste Management

Discussion:

Mr. Gawarecki reported that staff in charge of the recycling program had some questions about where it was headed and how it fits into waste management, building maintenance, etc. Those in charge of Buildings A and B are comfortable with how it is going. No real system in place for Buildings C and D. Some parts of the system haven't fully been implemented yet. The recycling is actually pretty expensive. Mr. Gawarecki stated that one of the things that came up is that it would be nice if there was an additional bin for Building B, and for Buildings C and D. We checked with the company and to get 2 additional bins it's \$60/week. So the question is how much do we want to spend on recycling? What do we want to recycle? The sad fact is it's much cheaper to throw it away than it is to recycle. Mr. Gawarecki wants to sit down with the recycling task force to really decide at what level do we want to do this. Right now we are maximizing our recycling bins. If we chose to recycle more than what we are now, we'll have to increase our number of bins or increase how often they come out - right now they come out twice a week. Mr. Gawarecki noted that we have already used a lot of printer/copy paper. Perhaps we could have a contest of some sort to try to reduce use of paper. Maybe our focus should be on reducing our use of paper, bottles, etc. What about the hydration stations we talked about? John will meet with the task force.

### e. BOD Election Plan

- i. Appoint Election Committee
- ii. Solicit Nominees for 2 Teachers and 1 Parent

Discussion:

There is an election plan and a policy that goes along with the election plan. We do have to appoint an election committee. People who are not going to run for re-election are eligible to be on the committee. The next month there will be quite a bit of work to figure out what needs to be done. There is also a template of what has been followed in the past. We can look at this and decide how much we want to follow. Ms. Kurkoski noted this year the student rep will be part of the election. Undecided whether everyone votes for student rep or just students.

#### **Motion to appoint Election Committee.**

Moved by: Michele Kurkoski      Second: Noah Langseth

Discussion:

Cody Schneipp, Ramesh Aki, and Lisa Anderson volunteered to be on the committee.

#### **Motion to appoint Cody Schneipp, Ramesh Aki, and Lisa Anderson to be on the Election Committee.**

Moved by: Adam Bartz                      Second: Dan Ellingson

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

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

- a. Strategic Plan Review**
- b. Director's Evaluation**

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

- a. Special Meeting to Approve Term Limit Changes, March 2, 2020, 5:00 pm
- b. Special Closed Meeting per MN Statute 13D.05 Subdivision 3 Paragraph A to evaluate the individual subject under Board's Authority, March 2, 2020, immediately following the open meeting
- c. BOD Workshop on March 6 at 12:45 pm in Room 202B Expansion meeting with Teachers
- d. BOD Workshop on Tuesday, March 17, 2020 at 5:00 pm in Room 10A
- e. Regularly Scheduled BOD Meeting Tuesday, March 17, 2020 at 6:15 pm in Room 10A.

### **15. Motion to adjourn at 7:45 pm.**

Moved by: Michele Kurkoski      Second: Adam Bartz

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

#### **Submitted:**

Ia Xiong, Board Recorder

#### **Approved:**

Judy Seeberger, Secretary

# APPROVED

## Board of Directors Special Meeting Minutes Math & Science Academy Monday, March 2, 2020 Room 10A

8430 Woodbury Crossing, Woodbury, MN 55125

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

Vision and Mission read by Emily Wong.

**2. Roll Call of Members**

**Present:**

Voting:

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

Non-voting:

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

**Absent:**

Voting:

Michelle Kurkoski, Teacher Member  
Ramesh Aki, Parent Member

Non-Voting:

Judith Darling, BKDA, Contracted Financial Manager (ex officio)

**3. Approval of Agenda:**

Discussion:

None.

**Motion to approve the agenda.**

Moved by: Cody Schneipp      Second: Jeff Eng

Vote: 7-yes      0-no      0-abstain

The motion carries.

Michelle Kurkoski entered the meeting at 5:02 p.m.

**4. Agenda Items**

**a. Change in Term Limits**

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Discussion:

The teachers did not approve a change in term limits. Therefore, no action is needed.

### **b. Coronavirus Preparedness**

Discussion:

Mr. Gawarecki provided information to the Board from legal counsel. While the corona virus is not an issue here at this time, it is good to think about it because things may not change. Emergency school board meetings are allowed without regard to special time restrictions. Doing a remote Board meeting is also an option if needed. Someone would still need to be present at the physical location and people would need to be able to see and hear each other for the meeting to occur. The easiest way we could accomplish this would be to have one person here at school and then meet remotely with everyone else via Google Hangout. Mr. Ellingson asked how this would work with open meeting laws. Mr. Gawarecki said yes, open meeting laws still apply. The public would be able to attend the meeting. Mr. Ellingson wondered at the wisdom of allowing the public to attend if we are meeting specifically to cut down on person-to-person contact. Is there a way to make the meeting publically viewable without having people actually here? Mr. Gawarecki clarified that we don't necessarily have the means to do that, but more importantly, the way the law is written, the public has to be able to be present for the meeting. Ms. Seeberger reminded the Board that if they do appear remotely, their location will be publicized and the public can attend there as well. Therefore, if you appear remotely, you might want to reconsider doing it from your home and perhaps be at a library or other public place..

Mr. Gawarecki addressed potential issues regarding the student trip overseas. He stated that public schools have no statutory authority to require testing of students or quarantining of students. He also reminded the Board to be careful of discriminatory conduct on the basis of ethnicity.

If school had to close, Mr. Gawarecki addressed the idea of proceeding via e-learning. While we don't have the authority to do that in the case of school closure, it is assumed that this is how we would proceed. Mr. Eng asked what if we wanted to close school independent of a State decision. Mr. Gawarecki clarified that it would take a special Board meeting to close the school for a day or two. Mr. Ellingson wondered if there was any trigger or threshold to close the school. Mr. Gawarecki stated that right now flu is the bigger issue. An epidemic could be declared if greater than 5% of the student population were affected, and we haven't reached that threshold with the flu yet. Mr. Langseth asked how that is calculated. Mr. Gawarecki stated that it would have to be documented cases - so a student would be seen by a doctor and provided documentation of their diagnosis. This would then be communicated to the school. Mr. Gawarecki also clarified that the law only provides for e-learning days for inclement weather. There is currently no legal basis to have e-learning if school closed for health issues. Mr. Ellingson noted that it would be nice if we could be more proactive since symptoms don't appear right away. Mr. Gawarecki stated that if we got to the point where we were getting close to that, the Dept of Health would be involved. Mr. Eng noted that it would only take one exposure to close the school. Mr. Gawarecki noted that the media has also heightened concerns and reminded the Board that more people have died from the flu than from the coronavirus. Mr. Ellingson noted that in Europe there is heightened discussion and that as soon as something breaks out in the U.S., the same will be happening here. Mr. Ellingson asked if teachers or staff have any ability to report suspected cases. Mr.

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Gawarecki noted that we have a lot of students coming to school with Influenza A and B. All we can do is call parents to come pick their student up. If they don't come, we can call the county with a claim of neglect because they're not picking up their child, but then the child is sitting in the office. Mr. Ellingson noted that it'd be nice to have less disease walking around. Mr. Gawarecki stated we had a case on Friday where the parent couldn't get here till almost 1pm. The student sat here from 10am to 1pm. Ms. Kurkoski noted that many parents are not necessarily free to take time off right away and for many it may not be that easy. Mr. Langseth asked whether there was any action at the State level to change the law to allow e-learning in the case of a pandemic. Mr. Gawarecki said there was, but who knows what will happen. Mr. Schniepp noted that it would be nice if, without reaching that 5%, we could have an e-learning week if we feel like something is going on. Mr. Eng agreed noting it would help the teachers stay healthy too. Mr. Ellingson then asked what MSA was doing as far as cleaning or disinfecting. Mr. Gawarecki stated that the goal was over spring break to have a cleaning company come in and disinfect the entire campus. It will happen over spring break, but no definitive date has been set yet. The campus will be closed for this. Mr. Ellingson wondered whether what they will be using will be safe, noting that he has heard of some people being sensitive to cleaning products. Ms. Kurkoski asked that, as part of the spring cleaning, that they also get at the ventilation. Mr. Gawarecki confirmed that is part of what is on their list. They will be sealing the classrooms and using a fumigation process to hit everything. Mr. Gawarecki will let teachers know once he confirms the dates. Ms. Seeberger asked whether the cleaners could also get the handrails in building B stairwells. She has been trying to wipe them down but they are very dirty. Mr. Eng asked if MSA had enough cleaning supplies, and Mr. Gawarecki noted there was a whole cartful under the stage. Mr. Ellingson wondered about student education on the topic of disease prevention. Mr. Gawarecki noted that that was going to be something to send out when everyone gets back. Mr. Schniepp noted that it probably wouldn't be bad to impress on the students to stay home if they are feeling sick. Mr. Gawarecki stated that MSA has already sent this message. Mr. Ellingson asked if teachers could be asked to be understanding to students who must miss school. He noted that students become worried about getting overwhelmed with work if they miss school, and it's hard to play catch up. How do you encourage them to stay home but at the same time keep them from falling behind? Ms. Kurkoski noted that teachers have websites students can check to at least follow the progress of the class. Then, when they return, they can have a discussion with their teachers about the work and due dates for the work. Mr. Bartz asked Ms. Wong if she heard anything from students about how they were feeling about all the information about influenza and Coronavirus. Ms. Wong said she heard mostly joking about it and that students seem fairly educated about it.

**c. Closed Meeting per MN Statute 13D.05 Subdivision 3, Paragraph A to evaluate an individual subject to the Board's Authority.**

Discussion:

None.

**Motion to close the meeting per MN Statute 13D.05 Subdivision 3, Paragraph A, to evaluate an individual subject to the Board's authority.**

Moved by: Noah Langseth      Second: Cody Schneipp

Vote: 8-yes    0-no    0-abstain

The motion carries.

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The meeting went into closed session at 5:31 p.m.

Ramesh Aki entered the meeting at 5:55 p.m.

The closed portion of the meeting ended and the meeting went back into open session at 7:39 p.m.

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

- a. **BOD Workshop, March 6, 2020 at 12:15 p.m. in the Great Hall, Expansion Meeting with Teachers**
- b. **BOD Workshop, March 17, 2020, 5:00 p.m., room 10A.**
- c. **Regularly Scheduled BOD Meeting March 17, 2020, 6:15 p.m. room 10A.**
- d. **Closed Meeting per MN Statute 13D.05 Subd 3, Para A to evaluate an individual subject to the Board's Authority, March 26, 2020, 5:15 p.m., room 10A.**

### **6. Motion to adjourn at 7:42 p.m.**

Moved by: Michelle Kurkoski Second: Adam Barz

Vote: 9-yes 0-no 0-abstain

The motion carries.

### **Submitted and Approved:**

Judy Seeberger, Secretary



## Director's Report

### 1. Student Achievement

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

### 2. Create a Facilities Management Plan

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

### 3. Communication and Community Relationship

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

### 4. Human Resources Management

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

### 5. Ethical and Inclusive Leadership

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

## **Assistant Director (Activities) Goal Update**

### **1. Student Services**

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

### **2. Communication and Interaction**

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

### **3. Facility Services**

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

### **4. Educational Leader**

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

### **5. Governance and Policy Development**

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

### **6. Staff Supervision**

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

### **7. Activities**

- Robotics participated in Duluth competition. Did well but now know what updates are needed to robot
- Spring Registration Complete for Baseball, Badminton, and track.
- 71 runners for track
- 9 of the 14 baseball players are MSA students
- Badminton has 28 students signed up to participate
- Trap team registration is complete March 23rd at noon.
- Winter Sport banquets complete except boys' basketball
- Spring Musical rehearsals are beginning
- Sounds of Hope Concert on March 19th

### **8. Academic Improvement**

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

### **9. Financial Management**

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

### **10. Other**

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

## **Assistant Director (Middle School) Goal Update**

### **1. Student Services**

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

### **2. Communication and Interaction**

- Distributing monthly newsletter
- Communicating within 24-48 hours of all contact by parents
- Using Twitter to both collaborate with fellow educators and showcase the goings on at MSA
- Participated in weekly admin and director team meetings

### **3. Facility Services**

- Leads building A meetings

- Coordinates building A maintenance needs with maintenance contractor • Worked with sub-contracted company to fix exterior doors to ensure security and accessibility
- Have ensured proper snow and ice removal completed during inclement weather for building A

#### 4. Educational Leader

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

#### 5. Governance and Policy Development

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

#### 6. Staff Supervision

- Provided coaching to staff members if needed
- Distributed CEU's to staff as needed Student Services
- Facilitated winter Fastbridge testing
- Conducted progress monitoring testing when needed
- Facilitated student support process
- Completed tier 3 intervention meeting for four 6th grade students a tier 2 meeting for two 7th grade students. Supported implementation of appropriate interventions.
- Worked to resolve student behavior concerns as needed
- Providing support and leadership for PBIS team
- Attended all 504 meetings and IEP meetings as requested
- Gave numerous tours to prospective students and families
- Supervised lunch

#### 7. Board of Directors

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

#### 8. Other

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

### **High School Counselor Goal Update**

- Planned and provided a PSEO Night and a Junior Night in February.
- Will be providing 2-3 college planning workshop between March and April.
- Will be implementing individual Junior Meetings to assist students in senior scheduling, PSEO and post-secondary planning.

- Planning and implementing the ACT test day on March 24th for Juniors.
- Planning and implementing AP testing for early May.
- Continue to prepare and provide advisory lessons to grades 9-11.
- Continue to assist students and families in post-secondary planning as needed.
- Continue to provide social emotional support to students as needed.
- Continue to perform credit checks on upper level grades to ensure progression towards graduation.

### **Middle School Counselor Goal Update**

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

#### 6. Testing Coordinator

- a. Provide teachers at least two months prior notice of MCA test dates and locations.
  - i. Brought potential MCA dates to teachers. All departments got back to me and we have solidified when testing will take place. Brought MCA Dates to staff meeting. I also let staff know of a rough schedule. Teachers will have all times, trainings, and details for MCA testing when they come back from spring break. They will be sent out during spring break.

Academics Committee Meeting Minutes  
March 2, 2020

Members Present: Lisa Anderson, Maggie Burggraaff, Tom Johnston, Joell Pundsack, Emily Graveen, Cheri Howe, Hannah Kostichka, Noah Langseth, Teresa Ward, Kirstin Knutson, Angie Haverland, Tara Richert, Noelle Haland, Kassie Larson,

1. WBWF Update (Tom)  
No update at this time.
2. Academic Eligibility 510.1 Extracurricular Eligibility (Lisa)
  - a. Update Language II.C
  - b. Current Language "Student grades will be checked every 5 weeks. 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."  
(Weeks 5, 10, and 15 of each semester) Send out the 10 week check as a "mid-semester" progress report to all families.
  - c. Based on this year, we should think about how to change this language, so it begins again in the 2nd semester. However, for year long classes, do we want to include their final grade from semester 1 as part of the eligibility? Or should we just let everyone start fresh in 2 Semester?  
Should you stay on academic probation until the grade goes up for the whole course?  
Should they have a start-over at the beginning of the semester?  
Having a calendar of when grades are pulled would be helpful.  
As a school, this policy supports MSA's belief that academics are our focus, not extracurriculars.  
How many students does this affect? Are there that many kids in activities who end up on this list?  
Is the information accurate? Is this information useful to the teachers and the students?  
Some staff feel that D- or F should be what affects academic probation.  
If we change the language of the policy, we need to look at who we're helping.  
It is often helpful for kids in activities.  
How many kids are impacted by activities and academic probation?
3. Modified Transcript Update (Lisa)  
Working on corresponding the dates to correspond and line up?
4. Are there any Reading Intervention Question or Feedback? (Lisa)  
A reminder at the PD on Friday would be nice. Implementation should happen by the end of March.
5. Revisit the 9th grade Math students who are not on track to graduate? (Lisa)  
Working on these math skills or extra review in 9th grade seminar would be an option.  
There are some practice skills that can be given.

Can they all take placement tests over the summer? Is there a cut off date? The math department is looking into this as a possibility. Should this only be for students who are not on track to graduate or first year to MSA students?

The new curriculum changes, there are more supports and scaffolds built in to help them move on. This could allow more new students to be successful.

Are there online courses that could help them prior to retaking the placement exams?

Emily is looking into it.

Could looking at the new 9th graders as a whole rather than an individual be helpful?

Should they be placed into the class their transcript says in an effort to keep them on track to graduate?

Should guidelines need to be determined by a taskforce? Who will take this on?

Taskforce should include others from the math department. Lisa will send out an email.

6. Diverse Staff Recruitment Taskforce (John)

There have been meetings, there will be an invitation out to parents to be apart of the hiring committee.

7. Supplemental Online Learning AKA Credit Recovery Update

Meeting 2/10 looked into the best school options.

The state says students can take up to 50% of their courses in place of MSA courses through the MDE online approved courses to meet state requirements for courses.

These courses must be deemed equivalent. This can be by the state.

Summer courses at schools nearby are being looked into.

This is only available to high school students and costs \$600 during the summer; it is free during the school year.

Departments should look over courses that Emily will share at the next department meeting on 4/1.

8. 3rd Fastbridge Testing is supposed to be done before spring break?

Kristin will share this date with the staff.

9. Educational Program Policy TF should start to meet about policies #613-620.

A meeting will be scheduled.

Next Academics Committee Meeting: Monday, April 6 at 8:00 A.M., Room 12A

AFC Minutes  
2/24/2020, 4:30 pm  
Room 5A

- I. Members present
  - A. Tom Johnston, Deborah Webster, Noah Langseth, Justin Gehring
  
- II. Carnival/20th Anniversary Celebration Update
  - A. NHS is working hard on their parts
  - B. The D:20 group is working hard on silent auction items
  
- III. Technology update - Justin
  - A. No update at this time
  
- IV. Transportation requests
  - A. Valley Fair - \$845
  - B. Music - \$300
  - C. Bowling - \$800
  - D. We used a formula of \$10 per person in support or  $\frac{1}{2}$  of the total bus cost, whichever is less.
  
- V. Adjourn
  - A. 4:54 pm



FD T ORG PRG CRS FIN	OBJ	FYTD Activity	Date	Src	Sub	Batch	Vendor Name/Ref	PO#/Line#	Description	Inv#/Desc2	Inv Date	Chk#/Rec#	Check Date	Amount
01 R	005 000	265 000 096 096	02/13/20	CR	19-50139	19-50139	68,790.21	1	YourCause - Wells Fargo - Annual Fund - G. Tang - Employer Match		02/13/20	191		-50.00
01 R	005 000	265 000 096 096	02/13/20	CR	19-50139	19-50139		2	YourCause - Wells Fargo - Annual Fund - Anonymous- Employer Match		02/13/20	193		-25.90
01 R	005 000	265 000 096 096	02/13/20	CR	19-50139	19-50139		3	YourCause - Ecolab - Annual Fund - A. Ellingson		02/13/20	192		-100.00
01 R	005 000	265 000 096 096	02/13/20	CR	19-50139	19-50139		13	Thomson Reuters - Annual Fund - D. Erickson		02/13/20	201		-241.72
01 R	005 000	265 000 096 096	02/20/20	CR	19-50136	19-50136		1	Amazon Smile Deposit		02/20/20			-161.14
01 R	005 000	265 000 096 096	02/27/20	CR	19-50138	19-50138		1	YourCause - Wells Fargo - Anonymous Donation		02/27/20	206		-25.90
01 R	005 000	265 000 096 096	02/27/20	CR	19-50138	19-50138		9	Thomson Reuters Donation - Annual Fund - A. Quammen		02/27/20	212		-134.61
01 R	005 000	265 000 096 096	02/27/20	CR	19-50138	19-50138		10	Thomson Reuters Donation - Annual Fund - A. Quammen - Employer Match		02/27/20	213		-134.61
01 R	005 000	265 000 096 096	02/27/20	CR	19-50138	19-50138		11	MightyCause Donation - Annual Fund - A. Quammen - Employer Match - Anonymous \$10 and C Boudjouk \$15		02/27/20	214		-25.00
01 R	010 298 441 000 096 096	746.14	02/27/20	CR	19-50138	19-50138		12	CAF America - Westrock - Trap Donation D. Swanson		02/27/20	215		-485.14
01 R	010 298 441 000 096 096								February					-485.14
01 R	010 298 441 000 096 096								*01 R 010 298 441 000 096					-485.14
01 R	010 298 441 000 096 096								*Cash Receipts					-485.14
Grand Revenue Totals														69,536.35

Total for Cash Receipts -1,384.02  
 Grand Total -1,384.02

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

2019-20  
FD T ORG PRG CRS FIN OBJ FYTD Activity

Date Src Sub Batch Vendor Name/Ref PO#/Line# Description Inv# / Desc2 Inv Date Chk# / Rec# Check Date Amount

Number of Accounts: 2

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

School Expansion Possibilities Committee Minutes  
 Tuesday, February 25, 2020  
 4:30 pm - 5:30 pm  
 Room 8C

Members: John G, ~~Shannon F, Tom J~~, Ken L, Emily W, ~~Dan E~~, Girish J, Jeff E, Noah (present - 2nd half), Judy and Lisa A

Purpose: The purpose of the School Expansion Committee is to research possibilities for expansion. If the determination is made to expand, the committee will have to develop and implement a plan for expansion.

Remember: This is a BOD Committee, so we do have to abide by open meeting laws, therefore, agendas and meeting notes will be published. This Committee is open to the public.

4:30 pm Regular meeting  
 5:00 pm Kevin Peck (Suntide Realty)  
 5:30 pm Committee debrief

1. Discuss criteria for choosing contractor/consultant (We will need sealed bids)

Services/capabilities  
 Experience/expertise  
 Staff resources provided  
 Fees and fee structure  
 Projected timeline  
 Overall understanding of the process  
 Overall presentation and fit  
 Post completion support (Long-Term Maintenance)  
 Additional comments

2. Discuss next steps and decision timeline

- a. Date to choose the consultant: May Board Meeting (at the latest)
- b. We should put together a grid to be able to compare and contrast the elements- this should be done before the March Board Meeting
- c. Come up with the same set of criteria before the phone calls
- d. John, Lisa, Jeff and Judy would like to be on the call with the consultants if possible.

3. Discuss preparations for Annual Stakeholder Meeting

- a. During April - either at the regular meeting or after
- b. We should publicize it to get people to attend

#### 4. Questions for the Student Survey

- a. Emily tried to cover a multitude of topics for the questions
- b. Timing (Late March to Early April)
- c. Send to all students, but separate between Middle and High School results
- d. Lisa and Emily will work together on this

Kevin Peck (Suntide Realty)

Introductions

His Background: Commercial real estate for 15 years, 12 years on charter schools and speciality properties

Wife is administrator at Charter School in Forest Lake

Works with 3-4 charter schools per year including building them, finding additional space, zoning and/or additions.

He worked with Woodbury Leadership Academy and did a lot of market research 5 years ago , and at that time, there were 30-40 buildings between here and Cottage Grove, although that has changed now.

KP Q: Are you interested in staying in Woodbury or 833?

We are interested in staying in 833 because of bussing, and are open to Cottage Grove as well.

KP Q: How many students do you want to add? Or do you want new growth or new grades?

Measured growth, but keep grades 6-12.

Q: Do you only look at existing buildings?

KP: have done new construction as well, but that is much more costly.

\$80-150 per sq foot for existing buildings although it might be more for build-out.

New is probably closer to \$150-250 per square foot

He works with mostly 2-3 building companies

KP: What is the timing?

We have the luxury of time, hopefully we can make some critical decisions in the next year, and then maybe start some building in the next 18 months after that

KP: If you find an existing building in the summer, you can sign a lease near the end of the year and let the parents know. And then you can have the construction finished for the next fall.

If you want to build you should add at least 6 months to that time frame and maybe 90 more days for the city planning, but I can help with you with all of the process

Q: If you helped Woodbury Academy, what are some general lessons that we can learn from that experience?

KP: The real estate market is good now, so it will be a lot harder to find pre-existing buildings.

One challenge was they wanted to go back to the private school that they had started in, but the

city wouldn't let them. Then they tried to go to Crosswinds and that didn't work. And then Globe wouldn't commit to making a new school because of the lawsuits and such, but later on they were able to convince Globe after a few years of success to make the investment. So circumstances changed. There are some old law offices, and churches around but those tend to be smaller and not so much of a campus.

Q: How long does it take to recoup the landlord's investment?

KP: On a 5 year lease, they would give you 2 years

Q: Do any landlords give you rent-to-buy options, or leasing instead of buying?

KP: Sometimes, but then you have to negotiate different elements, but obviously the landlord is losing money if their building is empty.

Q: Is now a good time to look for buildings?

KP: There are some, but there is a lot of demand for industrial and office buildings. We try to plan on 100 square feet per student while we are looking, and the old Goodwill on Hudson, might work. But there are also off-market deals available, and landowners are sitting on land as well.

Q: So no old schools with fields just sitting around?

KP: No, but maybe some of the old Catholic Schools, or New Life Academy?

KP: I am paid by the landlord or the seller and not until closing.

Q: What construction companies have you worked with?

KP: Rochon, Kraus-Anderson, Zimmer (The Archdiocese tends to work with them)

You will need an architect to help you design the building, but that person should have some experience with schools to understand the flow of schools?

Q: Do you already have relationships with the landlords, or can you go anywhere?

KP: I have some, but I will show you more. I want the right fit for you. Actually, the Archdiocese is the largest landlord for charter schools - so you might be able to contact them. There are some landlords who might be willing to step in for a short period of time. Some of them have multiple charter schools as tenants.

Q: Where is your office located?

KP: In St. Paul, I switched from KW to Suntide, but I mostly work metro wide.

Q: Did you ever work with larger companies who need to sell off land just for a tax write off?

KP: Yes, I have tried to...we tried to work with Medtronic to work with Northeast College Prep, but it didn't work out for them. But most of the time, it doesn't work out, because the company would lose money. And farmland around here is starting to run out due to housing developments.

KP: are you staying here or moving, or both?  
We are not sure yet.

We will contact him if we need more information.

Committee Debrief:

Next steps: we'll put together a list of criteria and then make some phone calls.  
It would be nice to talk to Windermere now that we know more.

Jeff took the New Plan Learning 'brochure' that John received in the mail

Will the committee give a recommendation to the BOD? Or just a packet of information to the BOD? For sure a packet, and probably a recommendation. The group agreed that strengths and weaknesses would be shared, and probably a recommendation.

Next meeting  
March 31 4:30-5:30

*By-Laws*  
*The Math and Science Academy*  
*Board of Directors*

#### I. NAME & OFFICES

The name of this organization shall be the Math and Science Academy Board of Directors, herein called the Board. The principal office of the Math and Science Academy Charter School is 8430 Woodbury Crossing, Woodbury, MN 55125. The Math and Science Academy was organized in Minnesota as a 317A non-profit corporation in accordance with Minnesota Charter School Statute 124D.10.

#### II. PURPOSE

The Board's purpose is to promote effective education for students at the Math and Science Academy charter school with attention to the areas of curriculum, staffing, policy formulation, community involvement, home-school communication, budget, and other appropriate matters affecting the well-being of the school. The Board's decisions govern the school and the actions of its employees. The BOD is responsible for hiring the MSA Director. The Director is responsible for hiring all staff, with the approval of the Board of Directors. At all times, the Board shall act in conformance with applicable Federal and Minnesota law, rules, and regulations.

#### III. MEMBERSHIP

Membership on the Board shall be in accord with Minnesota law and consist of three parents (or legal guardians) of enrolled students, four licensed teachers who are employed by MSA at .5 FTE or above, two community members who are not employed by the school and do not have a child enrolled in the school, and one student who must be enrolled in grades 9-12 at MSA. The student representative is a nonvoting member. A teacher employed by MSA, who is also a parent or guardian of a child enrolled at MSA, is eligible for membership as a teacher and is ineligible for membership as a parent member. The Director and the Contracted Financial Officer shall sit on the Board as ex-officio, nonvoting members. No Board member may vote on any matter that could result in personal financial gain or loss, and all voting Board members must be unrelated. The Board member election procedure is to include: 1) presentation of information concerning the Board and the duties of membership, 2) the solicitation and recruitment of candidates, 3) providing information about candidates, and 4) electing the representatives. Parent members and community members must pass a criminal background check before assuming a Board position. Current board members, any staff members who are employed at the school, including teachers providing instruction, and all parents of children enrolled in the school may vote in the election.

#### IV. TERMS OF BOARD MEMBERS

Terms of Board members shall be three years. All board terms shall begin and end at the regularly scheduled meeting in June, **which shall be the first Monday after graduation**. Each seat will be up for election in April prior to its expiration. New members to the Board shall take their office upon being seated at the first meeting in June, whereupon the member(s) whose term is expiring shall step down. The student representative shall serve a one-year term, which shall run concurrent with the academic year (Viz. September-June).

V. OFFICERS After new members are seated at the regularly scheduled meeting in June, the Board shall elect officers. The Board shall elect officers from its voting membership, to serve annual terms for the offices of Chair, ~~Vice Chair-Elect~~, Secretary, and Treasurer. The chair will appoint committee members, call and chair meetings, and serve as the chief spokesperson for the Board. The ~~Vice-Chair-Elect~~ will assist the Chair, **and will prepare to be the Chair the following year**. The Treasurer will work with staff to maintain financial records. The Secretary will be responsible for the minutes of the meeting and provide members with a report of the proceedings. In the instance that the Board Chair is a non-teacher, the ~~vice-Chair-Elect~~ shall be a teacher, and in the instance that the Board ~~C~~chair is a teacher, the ~~vice-Chair-Elect~~ shall be a non-teacher.

#### VI. VACANCIES

Vacancies in officer positions shall be filled by election of the Board from its own membership at the call of the Chair within 30 days of the occurrence of the vacancy. Vacancies in membership positions, exclusive of regular elections, shall be filled by a majority vote of the Board. A position may be considered vacant upon three consecutive missed meetings without hearing from the missing Board member, by written resignation, or dismissal for cause. In this instance, the Chair shall appoint a committee for the purpose of soliciting volunteers to be

considered for appointment by the Board to the vacant seat or seats. Such appointment shall stand for the remainder of the term for that seat or seats. In the event that a BOD member will need to miss three (3) or more consecutive BOD meetings, a suitable member will be appointed by the BOD as soon as possible after notification to fulfill the duties during the absence.

If the Chair of the Board leaves the Board, the ~~Vice-Chair-Elect~~ will assume the Chair duties, until the Chair's seat can be filled and an officer election conducted. If the membership of the Board ever falls below five due to resignations, a Board of Directors meeting shall not be held until the new membership can be brought to at least five. In such a case when the membership of the Board falls below five, the Chair shall appoint eligible persons to fill the seats in a manner suited to the Chair's best judgment. If the Chair and ~~Vice-Chair-Elect~~ both resign, then the remaining officers shall assume the responsibility of appointing enough people to Board positions to establish a membership of five. Once that is done, the five members shall hold an officer election, after which the newly elected Chair shall appoint a committee to solicit volunteers to be considered for election by the Board to fill the remaining seats.

#### VII. MEETINGS

The meeting schedule for the year shall be determined at the first meeting in June. The Board may call additional meetings. Meeting dates may be changed provided adequate and reasonable notice is given. Meetings shall be open except for disciplinary hearings regarding individual students or staff. Any action required by law to be taken at a meeting of the Board requiring immediate action between regularly scheduled Board meetings, may be taken without a meeting if there is consent in writing, setting forth the action to be taken, is signed by a quorum of Board members. The student representative cannot and shall not come to closed sessions.

#### VIII. COMMITTEES

The Board shall establish committees as needed. Membership of committees may include both Board members and others.

#### IX. QUORUM

A quorum for meetings shall be a majority of elected members.

#### X. PARLIAMENTARY PROCEDURE

Meetings shall be governed by Robert's Rules of Order, Revised, as amended by the MSA Board of Directors in these MSA by-laws.

#### XI. RATIFICATION

These by-laws shall be in force upon a two-thirds vote of the Math and Science Academy Board of Directors.

#### XII. AMENDMENTS

According to Minnesota Statute, authority to make amendment to these by-laws is granted to the elected members of the permanent Math and Science Academy Board of Directors, and shall require a two-thirds vote of the voting members present. However, the Board may amend its governance model, set forth in Article III, only (1) by a majority vote of the Board and the licensed teachers employed by the school; and (2) with the authorizer's approval. An amendment shall be read and passed at two consecutive board meetings, at which time it will take effect.

Originally ratified: December 3, 1998	
Revised first vote: May 4, 2000	Second vote: May 18, 2000
Revised first vote: September 4, 2003	Second vote: October 2, 2003
Revised first vote: October 3, 2005	Second vote: November 3, 2005
Revised first vote: September 7, 2006	Second vote: October 5, 2006
Revised first vote: October 5, 2006	Second vote: November 2, 2006
Revised first vote: February 1, 2007	Second vote: March 1, 2007
Revised first vote: October 2, 2008	Second vote: November 6, 2008
Revised first vote: November 5, 2009	Second vote: December 10, 2009
Revised first vote: May 17, 2012	Second vote: May 31, 2012



Revised first vote: March 21, 2013	Second vote: April 18, 2013
Revised first vote: September 15, 2014	Second vote: October 20, 2014
Revised first vote: July 8, 2015	Second vote: August 17, 2015
Revised first vote: February 19, 2019	Second vote: March 18, 2019

## Math and Science Academy 2020 Board of Directors Election Ballot

Each parent, step-parent, or guardian of every MSA student, each staff member, and each community BOD member is eligible to vote in this election.

Please read the candidate statements on the MSA website at : [\\_\\_\\_\\_\\_](#)

Return your official ballots to the MSA office by: Friday, April 3, 2020 by 4 pm

There is a Ballot Box in the office of Building A if you would like to drop them off. Or if you prefer to mail them, please make sure that they will arrive at MSA by April 3, 2020.

Math and Science Academy  
8430 Woodbury Crossing  
Woodbury, MN 55125

**Please select: ONE Parent Candidate and TWO Teacher Candidates** as your choices to serve on the MSA Board of Directors for 3 year terms.

### **Parent Candidates: Select ONE**

- Jennifer Bartle
- Bill Lemons
- Girish Jorapurkar
- Kari Thurlow
- Write in Candidate: \_\_\_\_\_

### **Teacher Candidates: Select TWO**

- Maggie Burggraaff
- Annie Cardenas
- Wendell Sletten
- Mariah Smith
- Write in Candidate: \_\_\_\_\_

Election results will be announced at the Board of Directors meeting on Monday, April 20, 2020.

MSA BOD Self-Evaluation  
2.18.20 Version

I understand that under MN Nonprofit Law (MN Statues 317), Nonprofit Board members have three fiduciary duties – the Duty of Care, the Duty of Loyalty and the Duty of Obedience.

Directions: Read each statement and evaluate your knowledge of the indicator, by selecting one of the following measurements:

- 1: Indicates a Need for Improvement where you are not meeting expectations and do not know where to look to find the needed information, **such as dates or laws.**
- 2: Indicates a Proficient ranking where you regularly meet expectations, are doing an acceptable job, and know where to find the needed information, **such as dates or laws.**
- 3: Indicates a Superior ranking where you have gone above and beyond expectations and are knowledgeable about all aspects of the indicator, **including the dates and laws.**

### **Duty of Care:**

I regularly attend and am on time for Board meetings.

1= Needs Improvement                      2= Proficient                      3=Superior

I prepare for the meetings by reviewing the agenda and reading the minutes and other materials before I attend the meeting.

1= Needs Improvement                      2= Proficient                      3=Superior

I faithfully serve on Board Committees and task forces for which I volunteer or on which I am assigned to serve.

1= Needs Improvement                      2= Proficient                      3=Superior

I actively participate in the discussion of issues and make motions or seconds.

1= Needs Improvement                      2= Proficient                      3=Superior

I actively state my vote on issues, voting in the affirmative when I support a motion and publicly stating opposition and my no vote when not in support of a motion.

1= Needs Improvement                      2= Proficient                      3=Superior

I have a general knowledge of the books and records of the organization.

1= Needs Improvement                      2= Proficient                      3=Superior

I have copies of the articles of incorporation, by-laws, policies and financial reports of the organization.

1= Needs Improvement                      2= Proficient                      3=Superior

I am aware of the what the financial records and audits disclose and have taken active steps to ensure proper internal and financial controls.

1= Needs Improvement                      2= Proficient                      3=Superior

I am aware of the assets of the organization and the investment policies and controls.

1= Needs Improvement            2= Proficient            3=Superior

I am actively engaged in assisting in the lobbying for legislation to further the mission of the school.

1= Needs Improvement            2= Proficient            3=Superior

I am engaged in assisting in raising adequate resources for the school to carry out its mission.

1= Needs Improvement            2= Proficient            3=Superior

I understand my responsibilities and the process to investigate warning or reports of office thefts, mismanagement, or other sources of legal conduct.

1= Needs Improvement            2= Proficient            3=Superior

I understand the difference between governance and management.

1= Needs Improvement            2= Proficient            3=Superior

### **Duty of Loyalty:**

I have read and I understand the conflict of interest policy of the organization.

1= Needs Improvement            2= Proficient            3=Superior

I understand that it is my responsibility to inform the Board of potential conflicts of interest.

1= Needs Improvement            2= Proficient            3=Superior

I understand that if I do not make full disclosure of a conflict of interest, the burden falls on me to establish that the transaction was fair and reasonable.

1= Needs Improvement            2= Proficient            3=Superior

I have read and understand all of the Board's operational policies. (201: Legal Status of the School Board, 201.1: Board of Directors Election, 202: School Board Officers, 203: Operation of the School Board – Governing Rules, 203.1: School Board Procedure; Rules of Order, 203.2: Order of the Regular Board of Director's Meeting, 203.5: School Board Meeting Agenda, 203.6: Consent Agendas, 204: School Board Meeting Minutes, 205: Open Meetings and Closed Meetings, 206: Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations, 208: Development, Adoption and Implementation of Policies, 209: Code of Ethics, 210.1: Conflict of Interest and 214: Out-of-State Travel by School Board Members)

1= Needs Improvement            2= Proficient            3=Superior

I understand that I have a moral and legal obligation not to engage in or benefit from any business opportunity that is available to and suitable for the organization, unless the organization decides not to engage in the opportunity.

1= Needs Improvement            2= Proficient            3=Superior

I understand that issues discussed in closed meetings are to be kept confidential.

1= Needs Improvement                      2= Proficient                      3=Superior

### **Duty of Obedience:**

#### **I am familiar with the following laws:**

MN Nonprofit Law (MN Statue 317)

1= Needs Improvement                      2= Proficient                      3=Superior

MN Charter School Law (MN Statue 124E)

1= Needs Improvement                      2= Proficient                      3=Superior

MN Open Meeting Law (MN Statue 13D)

1= Needs Improvement                      2= Proficient                      3=Superior

MN Employment Law (MN Statue 181)

1= Needs Improvement                      2= Proficient                      3=Superior

MN Public School Fee Law

1= Needs Improvement                      2= Proficient                      3=Superior

MN Human Rights Law (MN Statue 363A)

1= Needs Improvement                      2= Proficient                      3=Superior

MN Pupil Fair Dismissal Law (121A.4-121A.56)

1= Needs Improvement                      2= Proficient                      3=Superior

501(c) 3 Provisions of IRS Rules (Federal)

1= Needs Improvement                      2= Proficient                      3=Superior

#### **I know the deadlines that the corporation must comply with for the following purposes:**

Nonprofit Corporation status filing with the MN Secretary of State

1= Needs Improvement                      2= Proficient                      3=Superior

Annual Audit Report to the Commissioner

1= Needs Improvement                      2= Proficient                      3=Superior

IRS Filings

1= Needs Improvement                      2= Proficient                      3=Superior

Progress Reports to the Authorizers

1= Needs Improvement                      2= Proficient                      3=Superior

#### **I am familiar with the provision of the following documents:**

**Charter Contract with Authorizer**

1= Needs Improvement      2= Proficient      3=Superior

**Articles of Incorporation**

1= Needs Improvement      2= Proficient      3=Superior

**By-laws**

1= Needs Improvement      2= Proficient      3=Superior

**Policies of the Organization**

1= Needs Improvement      2= Proficient      3=Superior

**Strategic Plan**

1= Needs Improvement      2= Proficient      3=Superior

**Mission Statement**

1= Needs Improvement      2= Proficient      3=Superior

**Vision Statement**

1= Needs Improvement      2= Proficient      3=Superior

**Miscellaneous:**

I am aware of who the school's accountant, legal counsel and auditor are.

1= Needs Improvement      2= Proficient      3=Superior

**Individual Professional Development Plan**

Identify one or two strategies for your professional development as a board member in each of the following areas:

Area	Strategies
Duty of Care	1. 2.
Duty of Loyalty	1. 2.
Duty of Obedience	1.

	2.
--	----

Taken from the July 2019 MN Association of Charter Schools Recommendations for Self-Evaluation

## Parent Applicants for the 2020 Election

### **Jennifer Bartle**

[jenn.bartle@gmail.com](mailto:jenn.bartle@gmail.com)

Parent Board Position

My name is Jennifer Bartle and I'm applying for the Parent Board Member position. I have two sons that attend MSA. One in 10th grade and one in 7th. I have been an active member of the MSA community for 5 years. I have been on the board of the PTO for 4 years, in different roles - as co-President, Secretary, and now Treasurer. I was on the team that legally transitioned the Parent Team to the PTO. I have also volunteered on the Dragon Dinner team, have worked on grounds clean-up, helped to coordinate the 6th grade picnic, assisted in interviewing MSA staff, helped decorate for graduation, and more. I also attend the MSA Moms In Prayer group meetings.

I work part-time now as a cashier at Cottage Grove Elementary, but before I had kids, I worked full-time as a Senior Buyer for a large local corporation. I have a Bachelor's degree in Business as well.

As a board member I can offer my time, parental insight, love for MSA and respect for all kids and their families. I want MSA to be the best it can be.

### **Girish Jorapurkar**

Email: [girish.jorapurkar@gmail.com](mailto:girish.jorapurkar@gmail.com)

Position applying for: Parent Member

Why do you want to serve?

I have a strong desire to make a positive difference and contribution to the community I live in or benefit from. As everyone at MSA knows, the world is at a critical juncture with rapidly evolving technology, globalization of education/ideas/talent and uncertain future for the planet. While the school is celebrating its 20th year anniversary this year, I am confident that its students will play a major role in upcoming decades to make the planet a better place to live and thrive. I want to serve on MSA Board to enable MSA Staff with insights and ideas to propel MSA Dragons into the adult life fully prepared to take on the challenges with empathy and goodwill towards all.

How long have you been active in the MSA Community?

8 months (or since August 2019).

What experience would you bring to the Board?

I bring varied experience from my professional background in technology to my volunteering for environmental efforts and school committees. I have studied in one of the world's top engineering colleges, worked in multinational companies with people of diverse backgrounds and made friends based commonality of interests. I won't claim that I'd be right all the time; but I promise that I'd be insightful and sincere every time.

### **Bill Lemons**

[blemons@mcaa-mn.org](mailto:blemons@mcaa-mn.org)



I'm interested in the election for parent member of the board. I have been active in the MSA community for three years. As a parent of an 8<sup>th</sup> grader, I am interested in the issues facing MSA, such as the expansion issues facing the school. I am a resident of South Maplewood and familiar with the unique transportation issues. I am also a member of the non-profit Minnesota Council for the Gifted and Talented. I have worked as an attorney in Minnesota for over 20 years.

### **Kari Thurlow**

Please accept this letter as my statement of interest to serve on the MSA Board of Directors as a parent member.

I have two children that currently MSA and have been part of this community since 2018. Currently one of my children is in 7<sup>th</sup> grade and my other child is in 10<sup>th</sup> grade. I am interested in serving on the Board because I believe strongly in being active and involved in our school community. Now that our family has been at MSA for a year and a half, I feel that I am able to be able to contribute in a positive way to the Board.

I am especially interested in ensuring that LGBTQ students are supported in the classroom in a variety of ways. While MSA does a good job at supporting diversity and inclusiveness, I am interested in ensuring that students feel safe and supported in their school environment.

I am also interested in how our school community can better connect our students to older adults in our community. As we think about preparing our students for the future, we should not ignore the fact that our society is aging. In fact, according to our state demographer, February is the month where there are now more Minnesotans over the age of 65 than there are school children. No matter what profession our students pursue in life, they should be prepared to interact with and appreciate older adults. I would bring this perspective and experience to the Board, as I have worked for the past 13 years as the Senior Vice President of Advocacy at Leading Age Minnesota.

In my professional work, I frequently work with Boards of Directors, elected officials and other public policy officials. Connecting to a variety of people and perspectives is a strength that I would bring to this work. I can "lean in" to difficult conversations and I am able to engage in creative problem solving. I understand the fiduciary duty a Board has to its organization, and I would bring a strong listening mode to the Board to assist me in my fiduciary duties.

Thank you for considering my application. I can be reached at [karithurlow@gmail.com](mailto:karithurlow@gmail.com) if there are any questions in this regard.

## **Teacher Applicants for the 2020 Election**

### **Margaret Burggraaff**

[mburggraaff@mnmsa.org](mailto:mburggraaff@mnmsa.org)

3 Year Teacher Position

As a founding member of MSA, I have been teaching English/Language Arts here since 1999. I've been a department head for fifteen years and have taught English at every grade level at MSA. I regularly mentor new teachers, and I am the current NHS adviser. Over the time I've been here, I've been able to be a part of the change and growth MSA has experienced, and I'm excited at the prospect of where we're headed. I have served three previous BOD terms and have served on multiple BOD committees over the years as well. However, it has been a while since I last served, and I am ready to put my time and energy into the BOD again.

To the BOD I will bring my knowledge of MSA history, my ability to think outside the box, a desire to listen to multiple opinions and perspectives prior to making large decisions, and (of course) my editing skills. I recently completed my master's degree in Educational Leadership, and I feel this will also be a benefit to the BOD.

I feel very positive in the direction MSA is heading and am especially interested in serving on the BOD as we pursue expansion. I would like to be able to share my ideas as well as the ideas of the rest of the staff that I have heard along the way. Most importantly I would like everyone to feel listened to when they have questions and concerns presented to the BOD and/or its members.

### **Annie Cardenas**

[acdardenas@mnmsa.org](mailto:acdardenas@mnmsa.org)

MSA Community:

My name is Annie Cardenas and I am interested in running for one of the teacher positions on the Board of Directors. I have been part of the MSA community for 7 years now. I was hired at MSA because of the first expansion and taught primarily in the middle school my first four years. I am currently a high school teacher teaching Chemistry, AP Chemistry and an elective called Taste of Science. I have seen many changes (and experienced all director changes and their leadership) at MSA and would like to be more involved with the upcoming changes we will be experiencing with our next expansion. This school is special to me and although it can never be the same small and completely nerdy school we once were, I would love to be part of the next chapter where we adapt MSA to the new challenges that lie ahead while keeping rigor, student success/self-advocacy and teacher lead curriculum alive.

I feel my past experiences with all the changes at MSA brings my perspective at a time where I can be of most service with the next steps we need to make. I have worn many hats at MSA, I am a hard worker and get things done with excellence when given a task or asked to lead. I also have special relationships with both students and parents and understand the students that struggle. Although Chemistry is difficult, I work tirelessly with my students and have had a strategy for getting my students through the difficult content successfully.

I know how to lead and would bring this aspect to the Board of Directors if elected.

Sincerely,  
Annie Cardenas

### **Wendell Sletten**

Email contact information: [wsletten@mnmsa.org](mailto:wsletten@mnmsa.org)

Which position you are applying for: 3 Year Teacher Member

Why do you want to serve? It is my privilege to run for the BOD as a teacher representative because I believe in MSA and what the future of MSA holds. As a new teacher with the responsibility of filling some rather large shoes, I have had the opportunity to see first hand MSA rich history and the potential MSA has in the future.

How long have you been active in the MSA Community? >1 Year

What experience would you bring to the Board? The experiences I would bring to the BOD first comes from my extensive experience in schools of all sizes and backgrounds. I have taught in a district with a population of 133 students in rural West Central Minnesota to a low income district in East Central Minnesota with a student body that MSA currently holds. My most recently, my experience comes from teaching in district 191 that possesses a large diverse population. Secondly, as a band/orchestra teacher, I have been tasked with many administrative duties within my job title; organizing finances and fundraisers for trips, orchestrating parents and faculty to facilitate large events, advocating for programs during deficits, effectively communicating to parents, board members, administration, and students. But the most important aspect of my job title is the passion and drive I bring to foster my students success and growth as educated young adults. My experience has opened my eyes to the needs and successes MSA currently possesses and could help foster the future of MSA as we grow and expand.

### **Mariah Smith**

My name is Mariah Smith and I can be reached at [msmith@mnmsa.org](mailto:msmith@mnmsa.org). I am interested in running for one of the open teacher positions. I have been active in the Math and Science Academy community for 2 years. Math and Science Academy opened in Woodbury when I was in middle school. Several of my good friends attended and graduated from here. Through them, I have seen the greatness that MSA has sent off into the work society. I feel with this perspective and giving back to the community in which I grew up I can provide value. MSA has been an extremely successful school and I want to be a part of continuing that success as we grow and change. With that, I want to serve on the board because I believe my experiences as a public school and charter school teacher, along with being licensed in both general education and special education, allow me to bring extensive and unique experiences to the board at a time when we are looking at some significant changes with our school. I want to continue to be a part of MSA's success.

I feel I would bring a unique perspective to the Board because I have been employed both by a small charter and large public school district. With MSA looking to expand, I can provide insight with expanding in size while understanding the needs at charter schools and helping maintain the small school culture that MSA is well known for. I also am unique in the fact that I am licensed in both special education and general education mathematics. With experience on both sides, I understand the myriad

of student needs and how to accommodate/differentiate our approach. This has also provided me with the opportunity to collaborate and cooperate across different grades and disciplines with teachers providing me with knowledge on a lot of different education needs at multiple grade levels. While serving as a Special Education teacher, I have had the opportunity to work closely with parents advocating for their students needs and working with the general education teachers in how to best support these students in their classrooms. These opportunities have led me to develop good relationships with both teachers and parents. I am able to identify with several perspectives after meeting with parents, working with multiple teachers, and as an educator. It has allowed me to build a successful support group for our students. My ability to create a coalition to help unify differing perspectives will be an asset to the board as we look forward to the future changes.