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**Board of Directors
Special Meeting Minutes
Math & Science Academy
Monday, March 30 2020
Great Hall / Electronically
8430 Woodbury Crossing, Woodbury, MN 55125**

1. Call to Order by Lisa Anderson at 6:05 pm

Vision and Mission read by Lisa Anderson.

2. Roll Call of Members

Present:

Voting:

Lisa Anderson, Chair & Teacher Member
Noah Langseth, Treasurer & Teacher Member
Cody Schniepp, Community Member
Adam Bartz, Community Member
Jeff Eng, Vice Chair & Parent Member

Non-voting:

Absent:

Voting:

Judy Seeberger, Secretary & Teacher Member
Ramesh Aki, Parent Member
Dan Ellingson, Parent Member
Michelle Kurkoski, Teacher Member

Non-Voting:

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

3. Approval of Agenda:

Discussion:

None.

Motion to approve the agenda.

Moved by: Cody Schniepp Second: Adam Bartz

A roll call vote was taken.

Vote: 5-yes 0-no 0-abstain

The motion carries.

4. Agenda Items

a. Director's Update to the BOD regarding School Closure and Distance Learning

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Discussion:

The Director thanked Jeff Eng, Michelle Richards, Heather Krisko and Lisa Anderson for their help in getting the document completed. He also thanked the teaching and administrative staff for all of their hard work.

The Director discussed a few aspects of the Distance Learning Plan and the idea of when this document will actually be a finalized version. He believes that there will be further revisions that will arise in the near future. And although we will add this to the handbook, as a sort of addendum, he is not quite ready to do so, until we go through the process of online learning for a few weeks to see what, if any elements need to be reviewed.

Jeff Eng explained a little about the process that he went through making the Distance Learning Plan, and explained that he left the description of a few items out, but instead chose to put links to the MSA website, because things were changing so fast. It seemed better to update the information on the website, instead of going to multiple documents to update information. He asked what the school was doing to ensure that problems that came up were being addressed, for example, is there a place where teachers can discuss technology issues, or other issues arise?

The Director replied that teachers could go to the tech personnel and that administration could help with other issues

Lisa Anderson remarked that she offered the staff a google doc to describe academic issues that came up, as the Academics committee is meeting next Monday.

Michelle Kurkoski joined the meeting at 6:10 p.m.

Judy Seeberger joined the meeting at 6:12 p.m.

Michelle Kurkoski questioned how staff could get equipment that they needed at home? For example, if a teacher does not have an office chair, or ergonomically correct seating or desk, what could a teacher do?

The Director replied that they can check out equipment from their classrooms, and if they bought their own equipment and were planning to bring it back to the school when they returned, there would be reimbursement available.

Dan Ellingson joined the meeting at 6:14 p.m. It was noted by both Judy Seeberger and Dan Ellingson that the Zoom link they were trying to use was not the correct link to join the meeting.

Mr. Gawarecki identified two other areas that will need to be put into the plan. The first is an expanded mental health section for staff. We cannot address this now and will likely have to wait three or more weeks so that we can identify issues which might develop. However, the intent is to include this section along with things we are doing to enhance people's mental health. Mr. Gawarecki noted that he is in different groups which are discussing how staff can maintain their health. The other area to address is daily staff hours. Mr. Gawarecki is not sure if we can incorporate that into the final plan due to the updates. This may take 4-5 weeks. However, by 3-4 weeks people should have their office hours set. He noted that the end of May will be much

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different from the beginning of May . The most important part will be that teachers have them posted on their website.

Emily Wong joined the meeting at 6:20 p.m.

The discussion was then opened for any other areas people wanted to comment on. Mr. Ellingson had questions regarding whether the musical would still take place. He has heard different information with regard to whether it was still going to happen. His daughter is in it and wanted him to ask. Mr. Gawarecki noted that this came up for discussion this morning with administration. The thought is they do not want to cancel it unless it must be. He believes that when we are a month out, we need to make the call. Mr. Ellingson wanted to identify the date when we make the call. A month may even be tight - it would be good to have a drop-dead date. This would be for other activities also like prom, etc. Mr. Gawarecki noted that a good general rule would be one month out, but perhaps we need more time for a play or a concert. He believes we're going to lose a lot of activities this year. One thing he has been focusing on is graduation. Most seniors he and other admin have talked to wanted a graduation of some sort and did not want to drag it into July or August. He's talking with other directors for ideas - perhaps a virtual graduation with students and families rotating in and out for pictures in cap and gown. Mr. Eng stated that if graduation does not go well, his wife will kill him, so we have to figure out an alternative. He noted that Mr. Ellingson raised a good topic because in addition to rescheduling, we ought to think hard on alternative ways of doing things. There are many options online with regard to how to handle graduation. Many schools have canceled graduation. There are a lot of things we could learn from that and we should dig in. Japan had a virtual graduation where all students created avatars which walked for their diploma. Mr. Eng does not want to give up on the carnival because it's a fundraiser for us. We'll have to do something to remind everyone we're still a community. Mr. Ellingson noted that he still hears stories of the spread of the illness during events that haven't been canceled. A play does not matter compared to your health and well-being. Neither does graduation, as important as it is. We may have to be more aggressive at canceling things to keep everyone healthy.

Mr. Eng left the meeting at 6:35 p.m.

Mr. Gawarecki asked Ms. Wong to talk about what she's heard regarding graduation. Ms. Wong stated people aren't really a fan of a virtual graduation and suggested we leave this as a last resort. Pushing it out to July is also not a very popular opinion. However, she hasn't heard of any other or better options either. Ms. Kurkowski wants a trunk graduation - students would decorate the trunks of their cars, students can be separated from one another, but they are still able to have their names called. Mr. Schniepp thinks an appointment-based photo op is not a bad idea. A speaker would speak virtually, then students would have an appointment to come in and have their picture taken. He also noted, however, that he cannot remember the last time he looked at his graduation photos, so maybe it's not that important. Mr. Gawarecki noted that a smaller school with 20 seniors did a little 15-second clip for each graduate as they received their diploma so they could leave a message for their classmates. They then tied them all together in one document so every classmate has that in order to feel some of that camaraderie. Ms. Anderson asked whether we wanted to make any decisions about drop-dead dates, or should that be left to the advisors? Mr. Bartz suggested this was better left to the advisors, and Mr. Gawarecki agreed that the advisors would have a better sense of when it would be appropriate. Ms. Anderson suggested we give them guidance of at least a month ahead of time. Mr. Schniepp noted the

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importance of a drop-dead date, recalling how when he was at Inver Hills and classes were dropped with little notice, it was disruptive.

Mr. Gawarecki noted that we were one of the only schools that he knows of which had all their staff involved in the distance learning / closure plan. Other schools had administration create the plan, which was then pushed out to the staff with the directive that they figure out how to implement it. Our process was unique in that staff created a plan that not only would work, but which they could buy into. John is pleased with the participation of the staff, and couldn't ask for better participation. Kudos to our staff.

Mr. Ellingson was wondering if there was any feedback yet from any of the parents? Mr. Gawarecki noted that he had heard from some parents and they were very appreciative of it. He has heard no negative comments about it. While there are probably some out there, by and large everything has been positive. He credits the teachers who are the ones who are fundamentally making the plan work. He wishes there were funds to recognize the teachers for their hard work.

Mr. Ellingson is pleased with how things have been going. He has only noted minor hiccups. He thinks next week will be even smoother.

Ms. Wong noted that her experience was the same as what Mr. Ellingson noticed. It is difficult to hear that graduation may be canceled, but people are accepting that and moving on.

Ms. Anderson noted that the seniors have a lot of money in their lock-in account, but Mr. Eng has left the meeting and he's in charge of that, so we will wait on that discussion. Ms. Kurkoski asked Ms. Wong to let the seniors know that we will try to find ways to make their end-of-year experience meaningful given the circumstances. She does not want the seniors to think we have forgotten about them. Mr. Ellingson wondered if there is a way for seniors to provide feedback on different ideas? Maybe it's not the Board's place to come up with these ideas - it'd be best to get ideas directly from the seniors. Ms. Wong indicated that she could put together a survey to try to gather some ideas. This could also give the seniors some reassurance that something is happening. Mr. Ellingson suggested that if we get some good suggestions, when we come out with our final decision, we can acknowledge the other suggestions just so they know they've been heard. Mr. Gawarecki suggested the survey not go out this week just to give everyone time to adjust, but perhaps next week would be a good time.

Ms. Kurkoski wanted to reiterate that she wanted something within the plan regarding contact hours specifying that for AP classes there may be some variation. Specifically, that some of the ratios and proportions may be different. Ms. Anderson asked for clarification whether she meant minutes of direct instruction, or overall time, because there was a caveat that AP may have different expectations than the 20 min / 60 min. Ms. Kurkoski acknowledged that this was what she was thinking about. She wants to make sure that she hits all the benchmarks so that the students can get credit. We have to comply with their system too. Mr. Schniepp noted that he thought he read that AP was redoing their test. Ms. Kurkoski noted that AP just changed what the test was going to be, and that the changes made the test more stressful. On April 3 there will be an update regarding the test - they sent a survey out to teachers about the test regarding the changes and potential dates to take the test. Ms. Kurkoski would like a generic statement that AP may have different expectations, as long as the language is generic enough to encompass it, that will work.

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

- a. Special Closed Meeting per MN Statute 13D.05 Subdivision 3, Paragraph A to evaluate an individual subject to the Board's Authority, April 6th, 2020, 5:30 in the Great Hall and remotely
- a. BOD Workshop on Monday, April 20, 2020 at 5:00 p.m. in the Great Hall and remotely.
- b. BOD Meeting on Monday, April 20, 2020, at 6:15 p.m. in the Great Hall and remotely.

6. Motion to adjourn at 6:50 p.m.

Moved by: Adam Second: Michelle

Roll Call vote taken

Vote: 7-yes 0-no 0-abstain

The motion carries.

Submitted and Approved:

Judy Seeberger, Secretary