

DRAFT - NOT YET APPROVED

**Board of Directors
Special Meeting Minutes
Math & Science Academy
Thursday, May 14, 2020
Great Hall / Electronically
8430 Woodbury Crossing, Woodbury, MN 55125**

1. Call to Order by Lisa Anderson at 6:02 pm

Vision and Mission read by Emily Wong.

2. Roll Call of Members

Present:

Voting:

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

Non-voting:

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

Absent:

Voting:

Ramesh Aki, Parent Member

Non-Voting:

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

3. Approval of Agenda:

Discussion:

None.

Motion to approve the agenda.

Moved by: Adam Bartz Second: Jeff Eng

A roll-call vote was taken.

Vote: 8 -yes 0-no 0-abstain

The motion carries.

DRAFT - NOT YET APPROVED

4. Agenda Items

a. Finalize the Director's Goals

The draft document was discussed. Judy Seeberger explained that the group worked on establishing the professional development plan per Minn Stat 124.2 sub 2. There was a question regarding the format of the document. Ms. Seeberger clarified that the current version was drafted following the format as it was in prior years. The Chair questioned where the format came from. Mr. Gawarecki clarified it has been put together by the Board in past years and approved. Mr. Gawarecki stated that all the professional development plans he has seen have the three elements as reflected in the columns in the draft plan under consideration. Mr. Eng wondered whether this was the entire document the Board was to agree upon, and wondered what the Board had done in the past. Mr. Gawarecki stated that last year was the first year the Board did not follow this format, but was handled differently by the Board. The end result is the same - the information is still there, it's just in a different format. The Board needs to come up with a plan from the goals that are identified. The last annual report did have the three columns, the new annual report won't come out until the fall. The Chair noted that in all the materials she received, she did not get any of the documents as they appeared in the annual report.

Ms. Seeberger clarified that the group was charged with putting together the statutory professional development plan, but that there is nothing to stop us from assembling a list of goals. Michelle Kurkoski thinks just having a version with goals in it is a cleaner way to do it. We don't know the rationale for setting it up this way.

The Chair noted that we probably want something like this in the annual report since that's how it's been done in the past. Mr. Eng noted that this is different from what he envisioned. The goals we set forth are great, but they are organizational goals, not personal professional development goals for a particular person. Professional development is training for a particular person, not a direction for the organization. It does not involve any personal improvement or learning - it is rather managing a task. So it's all kind of here, we may have to separate it later. It could be a format issue, we can flesh it out as we go through the goals and try to identify what the professional development piece may be.

The General Goals set forth on the draft document were discussed. Mr. Gawarecki clarified that his last course toward his administrator license will be in the Spring of 2022. The goals set forth in each category were discussed. Mr. Eng continued to express concerns regarding operational versus professional goals. Goals were discussed and revised.

The Chair discussed having another meeting to review the revised goals, and to include other goals that were not included in the document. Question how this should be done - the same group work on it? A different group? Do it as a Board? Ms. Kurkoski will revise the document and will send it out, then the Board can meet again to review and finalize the document. A meeting date was discussed and June 1, 2020 at 5:00 p.m. was agreed upon.

DRAFT - NOT YET APPROVED

b. Yearly Feedback and Report to the BOD about the Assistant Directors

Mr. Gawarecki presented an update in a general sense to avoid having to close the meeting regarding the process to evaluate the Assistant Directors. He considers a number of different factors for each individual. Factors are similar but not identical since the jobs are different. He also considers feedback from surveys as well as emails he receives regarding interactions with an assistant director (he does keep a log of them). He also considers how the individual is meeting items set forth in the job description, timeliness of inquiries directed to them, how goals are addressed and met, the evaluation form, and the overall direction of the position over the course of the school year (progressing or not). All of these factors are considered; there is no percentage or point system.

His goals this year included giving assistant directors more oversight over their buildings and the staff and students they were in charge of. For the most part it went very well, particularly for this being the first year this was done. Neither Assistant Director was hired with this as a part of their job description - this was a big add-on. There was one major hiccup which occurred over the elimination of a paraprofessional. Mr. Gawarecki stated that he ultimately takes responsibility for that. Overall, both assistant directors did a good job taking that additional responsibility and moving it forward.

Areas of improvement would include:

- To increase transparency. Difficult things happen and difficult conversations can be hard to have, but they need to be done.
- Closing the communication loop to ensure everyone knows they've been heard.
- Increase project management. E.g., if we are going to implement a new program or procedure, what are the steps we need to ensure happen, then go through and make sure we hit them all.
- Improving human relations and ability to communicate more effectively with the staff members.

This then leads to what kind of growth plans or goals are appropriate for the assistant directors. Mr. Gawarecki's goals will also affect the goals for the Assistant Directors.

- Development and skill attainment - to continue growing their craft
- Focus in on Leadership, Relationship Building, Project Management, and Human Relation

Assistant directors can work in conjunction with John on all the goals.

Mr. Gawarecki noted that they all work well together. They don't always agree, and the assistant directors are not afraid to voice their opinions. They feel safe enough to express their views. This is the cohesion John would like to see promoted throughout the entire organization. John noted both assistant directors do their jobs well, and have put in a number of hours and have looked for ways to take things off John's plate.

His recommendation is that we retain both of them. Given these areas of growth, he anticipates an even better year next year.

DRAFT - NOT YET APPROVED

Mr. Eng noted that we need to focus on the important things and get those things done. The Chair asked, if there are goals that all three of you are working on, is there someplace you can get help to accomplish those goals? She noted we might need other places to look at to work on whatever the goals are that all three have in common. Mr. Gawarecki stated that there are conferences that may be applicable. He noted that he tends not to go to the same ones the others go to so that each can share what they learned with the others. Also, he's not comfortable with all three being off campus at the same time when school is in session. Ms. Kurkoski voiced a concern over emails being an item of evaluation due to potential unfairness. Also, with regard to surveys, those regarding assistant directors should not be nested in with a survey that has a different purpose. We may also look into PD funds to ensure everyone has the funds they need because Masters classes are much more expensive.

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

- a. **BOD Workshop on Monday, May 18, 2020 at 5:00 p.m. in the Great Hall and remotely.**
- b. **BOD Meeting on Monday, May 18, 2020, at 6:15 p.m. in the Great Hall and remotely.**
- c. **BOD Special Meeting Monday, June 1, 2020 at 5:00 p.m. in the Great Hall and remotely.**
- d. **BOD Workshop on Monday, June 15, 2020 at 5:00 p.m. in the Great Hall and remotely.**
- e. **BOD Meeting on Monday, June 15, 2020 at 6:15 p.m. in the Great Hall and remotely.**

6. Motion to Adjourn at 8:15 p.m.

Moved by: Jeff Eng Second: Adam Bartz

A roll-call vote was taken.

Vote: 8 -yes 0-no 0-abstain

The motion carries.

Submitted and Approved:

Judy Seeberger, Secretary