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Board of Directors Meeting Minutes Math & Science Academy Monday, May 18, 2020

Great Hall, Remotely, and Livestreamed
8430 Woodbury Crossing, Woodbury, MN 55125

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

Vision and Mission read by Emily Wong.

2. Roll Call of Members

Present:

Voting:

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

Non-voting:

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

Absent:

Voting:

Non-Voting:

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

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

Conflicts of Interest: None

Discussion:

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

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Motion to approve the agenda.

Moved by: Adam Bartz Second: Michelle Kurkoski

A roll-call vote was taken.

Vote: 9-yes 0-no 0-abstain

The motion carries.

4. Open Forum

Done by email.

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

5. Approval of Minutes.

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

Moved by: Noah Langseth Second: Dan Ellingson

Discussion:

None

A roll-call vote was taken

Vote: 9-yes 0-no - abstain

The motion carries.

6. Chair's Report

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

7. Director's Report

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

Director's Report

1. Student Achievement

a. 2020 National Merit Scholarship Corporation Commended Students

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

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

c. MSA had four students earning awards from the MNAiC with Breanne Pundsack chosen

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as a State Winner, Kalani Vang and Karina Dovgodko receiving Certificate of Distinction Awards, and Alayna Tan being recognized with a Rising Star Award.

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

2. Create a Facilities Management Plan

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

3. Communication and Community Relationship

- a. Sent numerous emails to staff and the MSA community concerning coronavirus impacts on the school.
- b. Submitted newsletter article for publication in May newsletter.
- c. Announcements were re-introduced on April 21st.

4. Human Resources Management

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

5. Ethical and Inclusive Leadership

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

Assistant Director (Activities) Goal Update

1. Student Services

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

2. Communication and Interaction

- Working with a working group to update the school web page
- Communication Committee Meetings to work on Distance Learning and the web page.
- Delivered gifts to some seniors from a parent
- Communicating with Spring coaches on current situation
- Collected statements from students for United States Department of Education
- Participated in weekly admin team meetings
- Participated in director meetings

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3. Facility Services

- Overseen building B meetings
- Oversee building B maintenance issues as they arise.
- Working with Material Pick Up Group on end of the year drop and pick up of materials

4. Educational Leader

- Supported teachers who needed some support in distance learning
- Communicating with speaker on opportunity gap with staff for fall workshop week.
- Led the Distance Learning Planning Group
- Participated in The Mental Health and Wellness Group
- Participated in The Counselor Support Group
- Participated in the Material Pick Up Group
- Led the Child Care Group

5. Governance and Policy Development

- Revisit eligibility policy
- Attended Finance Committee
- Attended Communication Committee meeting
- Attended all staff meeting

6. Staff Supervision

- Gained access to google classrooms

7. Activities

- Creating fall and winter schedules
- Monitoring MSHSL decisions
- Participated in MSHSL Lead workshop
- We have students invited to the Minnesota state Orchestra or Band.

8. Academic Improvement

- Due to distance learning we will not be doing ineligibility reports this Spring.

9. Financial Management

- Reviewed the activities budgets. The extra busing fee is impacting budgets.
- Discussed refund/donation form to go to families since spring sports are cancelled

10. Other

- Continued conversation about graduation and lock in.
- Wrote multiple letters of recommendations for students
- Participated in YMCA Subcommittee meeting
- Participated in YMCA board meeting
- Met with the apparel committee to choose staff wear for next year.
- Selected as one of the 6 AD's in the state to be spotlighted in the MNIAAA Spring newsletter.

Assistant Director (Middle School) Goal Update

1. Student Services

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

2. Communication and Interaction

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

3. Facility Services

- Coordinates building A maintenance needs with maintenance contractor
- Working to begin the installation of bottle filling stations on campus

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- Verified installation of bottle filling stations in buildings A and B

4. Educational Leader

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

5. Governance and Policy Development

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

6. Staff Supervision

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

7. Board of Directors

- Submits monthly AFC meeting minutes for BOD packet as needed

8. Other

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

High School Counselor Goal Update

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

Middle School Counselor Goal Update

1. Preventative and Responsive Services

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

2. Academic Counseling

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

3. Communication & Interaction

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

4. 504 Plan Coordination

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

5. Academic Improvement

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

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requesting.

6. Testing Coordinator

- a. Provide teachers at least two months prior notice of MCA test dates and locations.
 - i. Brought potential MCA dates to teachers. All departments got back to me and we have solidified when testing will take place. MCA testing is no longer happening for the year. I have provided updates regarding this after consulting with the director to the staff to keep them updated.
- b. Provide teachers and parents notice of the PSAT test date and location 1 month prior.
 - i. I sent the schedule to teachers one month prior to the testing date. I also sent emails home and students leading up to the testing date.

8. Student Representative Communication and Update

No report.

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

Board Committees:

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

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

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

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

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

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

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Moved by: Noah Langseth

Second: Adam Bartz

Discussion:

None

A roll-call vote was taken.

Vote: 9-yes 0-no 0-abstain

The motion carries.

School Expansion Possibilities (Mr. Eng): Report submitted. Met end of April, no meeting in March.

Meeting was to catch up, and get a consensus that expansion committee efforts will continue in the fall. Will pick up and ramp up on planning in additional meetings.

10. Consent Agenda

a. Annual Review

i. Policy 616 School District Accountability

ii. Policy 601 School District Curriculum and Instruction Goals

iii. Policy 603 Curriculum Development

Motion to approve consent agenda.

Moved by: Michelle Kurkoski

Second: Cody Schniepp

Discussion:

None

A roll-call vote was taken.

Vote: 9-yes 0-no 0-abstain

The motion carries.

11. Old or Unfinished Business

None.

12. Items for Discussion and Decision

a. Update on Staff Handbook

Discussion:

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

b. Approve Sub Rates and Hourly Rates of Pay

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

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Moved by: Lisa Anderson Second: Cody Schniepp

Discussion:

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

A roll-call vote was taken.

Vote: 9-yes 0-no 0-abstain

The motion carries.

d. Graduation Update

Discussion:

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

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

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

Board convened at 7:50 pm.

e. Senior Party Update

Discussion:

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

f. COVID Update

Discussion:

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

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

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

g. Fall Planning

Discussion:

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

h. Math Curriculum Changes

Discussion:

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

CPM curriculum:

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

Previous Course Names:

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

New Course Names:

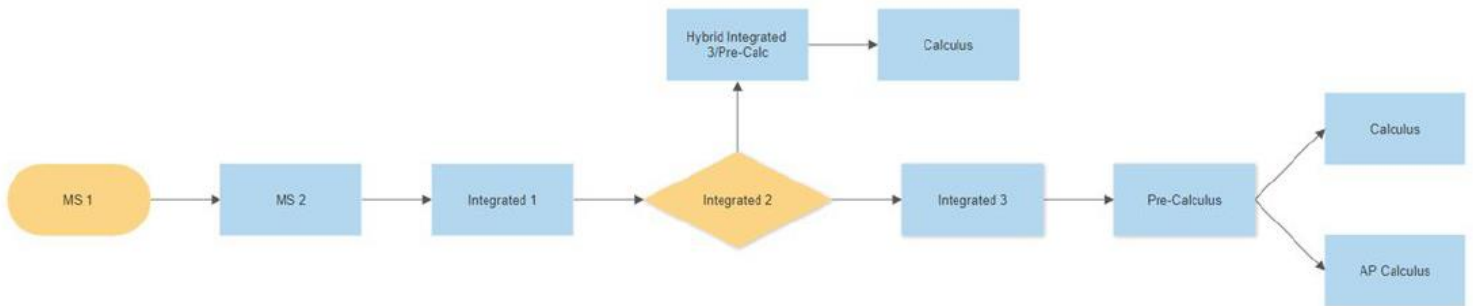
Middle School Math 1
Middle School Math 2
Integrated 1
Integrated 2
Integrated 3
Pre Calculus
Calculus

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

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

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



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

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

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

This will go to the Academics Committee.

i. Approve Self-Nomination Form

Motion to Approve the Self-Nomination Form

Moved by: Michelle Kurkoski Second: Dan Ellingson

Discussion:

None.

A roll-call vote was taken.

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

j. Approve New Board Composition Process

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

Moved by: Judy Seeberger Second: Adam Bartz

Discussion:

None.

A roll-call vote was taken.

Vote: 9 -yes -no 0-abstain

The motion passes.

k. Final Board Summaries

Discussion:

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

l. Approve Strategic Plan

Motion to Approve the Strategic Plan

Moved by: Adam Bartz Second: Cody Schneipp

Discussion:

None

A roll-call vote was taken.

Vote: 9 -yes -no 0-abstain

The motion passes.

13. Future BOD Meeting and Workshop Agenda Items

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

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

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

15. Motion to adjourn at 9:06 pm.

Moved by: Jeff Eng Second: Michelle Kurskoski

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

Submitted:

Ia Xiong, Board Recorder

Approved:

Judy Seeberger, Secretary