

# APPROVED

**Board of Directors  
Workshop Minutes  
Math & Science Academy  
Monday, October 19, 2020  
Building A (Room 8A) and Remotely  
8430 Woodbury Crossing, Woodbury, MN 55125**

**Call to Order** by Annie Cardenas at 5:02 pm

**Members Present:**

Voting:

Annie Cardenas, Chair & Teacher Member  
Dan Ellingson, Vice Chair & Parent Member  
Michelle Kurkoski, Secretary & Teacher Member  
Cody Schniepp, Treasurer & Community Member  
Jennifer Bartle, Parent Member  
Robert Krueger, Parent Member  
Adam Bartz, Community Member

Maggie Burggraaff, Teacher Member

Non-voting:

John Gawarecki, Director (ex officio)

**Absent:**

Voting:

Judy Seeberger, Teacher Member

Non-Voting:

Jenny Abbs, BKDA, Contracted Financial Manager (ex officio)

**Discussion:**

**1. Strategic Plan Session - Don Helmstetter, Ph.D**

- a. Met with Mr. Gawarecki and Ms. Cardenas on Monday, were able to determine what we need to do
- b. Will go through a SWAT process (strength weakness opportunities threats)
- c. 1/11 (@ 6:00) and 2/22 dates should stay (6:00 pm), starting with mission, vision, core values. Then move on to discussion and review of the pillars of those and tie actions to those strategies.
- d. March 29
- e. Wants to have an individual to assist with the Zoom elements
- f. This is something that we should have at each meeting

**2. Staff Climate survey and BOD Survey**

- a. BOD survey These are based on the Director professional development plan.
- b. Q - are office hours still needed?
  - i. Mr. Gawarecki has set up office hours during teacher prep periods, so that the teachers can stop in for those office hours.
- c. No other questions, Ms. Cardenas will put these into a survey monkey

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- d. Climate survey questions will be finalized in November, sent in December, and available for analysis in January. What is in the BOD packet is a draft, still missing items that need to be updated. This will be an agenda item (not workshop)

### 3. Review of BOD committee purpose/goals: the committees have a BOD defined purpose, which allows committees to maintain purpose.

- a. Academics: accurate purpose and organization; still needed
- b. Annual Fund: need to eliminate parent team (no longer in existence), update titles to correspond to the current organizational chart, remainder of purpose and organization is accurate; still needed
  - i. This is a committee that could use more people to be a part of it. There are also ideas about hiring a person whose job it is to fundraise. The committee will continue to work on ways to fundraise and to increase membership
- c. Communications: purpose and organization; still needed
  - i. Are there areas that are indicated under its description that are really admin? What about the website and its maintenance?
- d. Personnel: accurate purpose; possible question about organization (chair)
  - i. question about why the chair of BOD needs to be the chair of personnel? Having members who are consistent, rather than rotating, to allow for a better transition between years? Assuming it is the BOD chair, this would fluctuate yearly.

Committee will look at this to determine whether to continue the practice

- ii. Shouldn't the personnel committee be part of the hiring process and procedures?

This may be something that the diversity task force can meet and appraise the group on this. This will be taken back to Personnel to discuss and will update next meeting

- e. Finance Committee: update needed (see below); purpose is accurate
  - i. need to change website (MSA's contracted financial adviser) to ex-officio finance manager or their representative.
- f. School Expansion Committee: purpose; currently there are names that are out of date. Also, the idea of which BOD members should be on the committee needs discussion. The committee will review and bring their final ideas back to the BOD next meeting
- g. Building Task Force:
  - i. This task force is a bit confusing, minutes are from 2016 as the last minutes. Mr. Gawarecki proposed to change 'task force' to 'committee' so that there is a requirement to maintain BOD meeting requirements.
  - ii. Functions as a safety group as well, so the initial meetings were about emergency procedures
  - iii. The description also includes building maintenance and grounds. Is this what the BOD needs? This is also part of the committees that staff can sign up for in August.
  - iv. At an administrative level, there are things that are being addressed, but at the task force level these meetings would need to be completed before August.
  - v. This group needs to meet - what does the BOD want this committee to do?
  - vi. Discuss again at the next meeting.

**Workshop was adjourned at 6:00 pm**

**Submitted and Approved:**

Michelle Kurkoski, Secretary



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## 5. Approval of Minutes.

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

Moved by: Robert Krueger                      Second: Adam Bartz

Discussion:  
None

Vote: 8-yes                      0-no                      0-abstain

The motion carries.

## 6. Chair's Report

Ms. Cardenas provided a recap of the Workshop. See Workshop minutes. Ms. Cardenas is working on putting the purpose statement on the website.

## 7. Director's Report

Mr. Gawarecki pointed out that MSA was ranked #1 for 3 years in a row. Currently, MSA is ranked #2 behind Minnetonka High School. MSA's rating for food was low.

MDH website for COVID is for 2 weeks. For Washington County, the rate is at 23.84 which is up 3 points. On a different website, it gives a daily rate. Oct 18 positivity rate is 39.6. It was 35.4 on Saturday. Based on the learning scale, it would put all to distance learning if it was a 2 week average. If teachers did not come to school, then they would need a substitute teacher in the classroom.

October Director's Report

Student Achievement:

MSA senior Abigail Musherure was highlighted in a woodburymag.com article .

MSA had three students recognized as Semifinalists by the National Merit Scholarship Program and three additional students recognized as Commended Students.

The Girls Soccer team are EMAC Conference Champions! MSA cooperates with TCA and Great River School.

Greta Hansen won the Region 4A Cross Country Championship race on October 13th.

MSA is ranked the #2 High School in Minnesota according to Niche . We were ranked the top Charter High School again.

- Utilization of licensure coursework application

Human Relations course started last week. Focus of the course so far is looking at Mission and Vision and Strategic Plan and how it relates to the culture of the school. Which is timely in that we are looking at our Strategic Plan at the Board level.

- Evidence of the inclusivity goal application

All staff were invited to the COVID-19 Liaison Team meeting on October

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Staff survey given to determine the most desired mode of communication of meeting minutes.

- Evidence that building management decisions correlate with the school's mission, vision and values by including the Administration's meeting notes

At the last Director's meeting, it was discussed how we should incorporate our teacher evaluations given the current learning environment and limitations that exist so that we support the Mission and Vision of the school. We also discussed how we will need to adjust our process to comply with changes in state statutes.

- Evidence that when decisions, procedures, or school practices are changed, the rationale for the change needs to be communicated to the original group or committee before being brought to the staff as a whole.

During the last all staff meeting (Oct 7), information was shared with staff concerning the need to pivot our Friday activities. Staff were allowed to comment and provide additional information prior to a survey being conducted to determine which path the staff preferred.

- Update the Board about PD application to finance

Our first meeting for the Finance Course (GED 8125) is scheduled for October 28th.

- Monthly update from Expansion committee (this could be from a different board member)

Please see our minutes for our September meeting. I also arranged a visit to SCPA, which 9 committee members were able to attend.

- Ensures that all members of IEP and 504 teams are informed of meetings, changes to IEP/504 plans, and have opportunities for input

An additional training on the Child Find process and our student support process was conducted during the October 14th PD day.

- Major updates and key information gained as a result of attending the regional director meetings, as appropriate

Regional meetings have not occurred yet but a statewide MACS Director's meeting is held weekly. The major take away from the past week is that COVID rates are increasing and most schools are anticipating to go to a distance learning model. An alternative school modeling website was shared and is being utilized to track daily COVID rates and trends.

- Director will update the BOD of any potential concerns or issues raised at the MSA PTO meetings.

No major issues were raised at the MSA PTO meeting held on October 12th. The PTO plans on hosting an Afton Apple Orchard outing for families.

- Establishing and maintaining relationships and networking with neighboring school districts to foster collaboration and build community relationships, as appropriate

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Visited and toured the SCPA campus and spent additional time discussing school expansion issues with their Director.

Working with multiple people to ensure that the bond issuance occurs on time so MSA may save additional funds this year are following years.

## 8. Student Representative Communication and Update

Ms. Akakpo pointed out that students wanted to know more about mental health support. Students are not comfortable reaching out to Ms. Graveen. They don't know how to approach her and she is seen as a resource for colleges only.

- a. Mental health supports are needed. At the last Student Advisory Committee meeting, it came up that there are many students who may not feel comfortable going to Ms. Graveen. The perception is that her job is more focused on careers and college. The question seemed to revolve around "how do I go about getting help?"
- b. Possible updates to the counselor page with resources.
- c. Announcements to direct people, so that the information is more readily available.

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

### Board Committees:

Academics (Ms. Kurkoski): Report submitted. Board will need to decide in November if MSA is going to hybrid. Planning and coordination will need to start for transportation, commitment from parents, capacity limits, and other planning needs.

Annual Fund (Mr. Bartz): No Report submitted. The next meeting is scheduled for this Wednesday but may not need it until Give to the Mas. The next regular meeting is in November.

Communications (Ms. Burggraaff): Report submitted. Committee went through purpose and set goals. Committee reviewed to set procedures to website changes and streamline on how to update the website. Also look at procedures for press releases.

Personnel (Ms. Cardenas): Report submitted. Committee met on November 23. Committee is reviewing the director's job description.

Finance (Mr. Schniepp): Report submitted. There is a strong cash balance. The packet includes credit card statements with private information deleted. The audit is finished and the balance reflects it.

### Motion to approve the September 2020 Financial Statement.

Moved by: Cody Schniepp                      Second: Annie Cardenas

Discussion:

None

Vote: 8-yes    0-no    0-abstain

The motion carries.

There are no budget updates. Contracts were reviewed to ensure everyone's budget salary matches contract. Bond refinancing is on schedule and City of Woodbury approved the bond.

Tutor.com will start in 2 weeks. The process is still being figured out.

Protocol on phishing is being drafted to share with administrator and board members.

The next committee meeting is on November 9 at 5 pm.

School Expansion Possibilities (Mr. Ellingson): Report submitted. There have been two meetings. The next meeting is on October 29 at 4:30. They went through the wish list and went through what's currently working.

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The site visit to St. Croix Prep School was also helpful. One item to note was the outdoor space for sports. They said most students look for that in the secondary schools.

Policy (Ms. Kurkoski): No report submitted. Reviewed technology policy for updates because of distance learning. Title IX is being reviewed to determine procedures to enact as part of this procedure. Annual updates coming up.

## 10. Consent Agenda

- a. **Approval of Australia Trip to be changed to June 2022**
- b. **506 Student Discipline**
- c. **616 School District System Accountability**

**Motion to approve consent agenda.**

Moved by: Cody Schniepp Second: Maggie Burggraff

Discussion:

None

Vote: 8-yes 0-no 0-abstain

The motion carries.

## 11. Old or Unfinished Business

- a. **Discuss Policy 522 Student Sex Nondiscrimination (Title IX)**

Discussion:

Ms. Kuroksi and Mr. Gawarecki are working to update the policies.

## 12. Items for Discussion and Decision

- a. **Approval of Board Member Leave of Absence Resolution**

**Motion to approve board member leave of absence resolution.**

RESOLUTION OF THE BOARD OF MATH & SCIENCE ACADEMY TO ADDRESS BOARD MEMBER  
LEAVE OF ABSENCE

10-19-20

WHEREAS, the Board of Math & Science Academy Charter School has been notified that one of its teacher members, Judy Seeberger, is taking a leave of absence from her teaching duties at Math & Science Academy and that said leave of absence from her teaching assignment will be in effect for at least three (3) or more consecutive meetings of the Math & Science Academy Board; and

WHEREAS, unlike other members of the MSA Board who are members of the Board due to their status as a parent of an MSA student or as a community member, Judy Seeberger is on the board because of her status as a teacher at MSA.

WHEREAS, pursuant to the Bylaws of Math & Science Academy and MSA Policy a teacher member must be “employed by MSA at .5 FTE or above”. (Article III MSA Bylaws; MSA Policy 201). Currently Judy Seeberger’s status is that of a teacher on leave.

WHEREAS, Article VI of the Bylaws of Math & Science Academy entitled “Vacancies” provides:

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“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.

NOW THEREFORE, the Board of Math & Science Academy:

1. Judy Seeberger’s status as a “teacher on leave” makes her ineligible to serve on the Board of Math & Science Academy as a teacher member while she is on a leave of absence from her job as a teacher at Math & Science Academy.
2. Judy Seeberger’s leave of absence will result in her being ineligible to serve on the Board of Math & Science Academy for at least three (3) or more consecutive meetings.
3. Because Judy Seeberger will be ineligible to serve on the board as a teacher member for at least three (3) or more consecutive board meetings, the Board of Math & Science Academy is authorized to appoint a suitable member to fulfill Judy Seeberger’s duties as a board member during her leave of absence. (Article VI, Bylaws of Math & Science Academy).
4. The Board of Math & Science Academy names Jeana Albers to serve on the Board of Math & Science Academy during Judy Seeberger’s leave of absence; and
5. Upon completion of her leave of absence, Judy Seeberger will resume her duties as a teacher member of the Board of Math & Science Academy at the first meeting of the Board of Math & Science Academy of any type following the date of completion of her leave of absence and Jeana Albers will no longer have authority to serve on the Board pursuant to this resolution.

Moved by: Annie Cardenas          Second: Robert Krueger

Discussion:  
None

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

### **b. Appointment of Leave of Absence Personnel**

Discussion:  
The appointment was open to all. Ms. Jeana Albers submitted interest. Ms. Cardenas read the oath of office and did the swear in with Jeana Albers.

### **c. Discuss Policy 103 Complaints-Students, Employees, Parents, Other Persons**

Discussion:  
Ms. Kurkoski noted that these recommendations are from counsel. If there are any clarifications or questions, it could be brought back to counsel and/or the Policy Committee. Board discussed Item II.B about the procedure on serious allegations.

### **d. Discuss Policy 429 Suspected Misconduct and Dishonesty by Employees and Others**

Discussion:  
Ms. Kurkoski explained that legal counsel noted the responsibility of the director and the order of receipt of allegations. Board would like the policy committee to review.

### **e. Approve Policy 524 Internet Acceptable Use and Safety**



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## **Motion to approve Policy 524 Internet Acceptable Use and Safety.**

Moved by: Jeana Albers Second: Annie Cardenas

Discussion:

Ms. Kurkoski went through the policy and highlighted the areas to clarify in the policy.

## **Motion to table Policy 524 Internet Acceptable Use and Safety.**

Moved by: Robert Krueger Second: Annie Cardenas

Vote: 9-yes 0-no 0-abstain

The motion carries.

## **f. Approve Reimbursement Intent Resolution**

### **Motion to approve Reimbursement Intent Resolution.**

Moved by: Jeana Albers Second: Annie Cardenas

Discussion:

Mr. Gawarecki explained that the resolution is to move forward with the bond. Any expenses incurred during the process will be taken out of the bond. This is required in order to proceed.

Vote: 9-yes 0-no 0-abstain

The motion carries.

## **g. Set time/date for Closed Meeting in January to discuss Climate/mid-year staff surveys.**

Discussion:

Board discussed a special meeting on January 25 at 5 pm. Possibly add it to the January 19 meeting.

## **h. Discuss Monthly COVID Evaluation**

- i. MDH Rating**
- ii. ISD 833 Scenario**
- iii. Survey Results**
- iv. Administrative In Person Preparations**

Discussion:

- i. MDH rating is in the Director's Report and provided in the update above.
- ii. ISD 833 has decided to stay in hybrid to 11/24. If COVID ratings are over 30, then they will go into distance learning. Mr. Gawarecki said that the majority of charter schools are getting ready for distance learning. The trend is increased ratings which will make schools change to distance learning.
- iii. Survey shows Zoom fatigue issues. Mr. Gawarecki explained using Friday as a pivot. Mr. Gawarecki will provide the board with more options in November.
- iv. MDH will not come out to visit. A regional support team will help but they will not do site visits. Mr. Gawarecki is working with them. They adhered to MDH guidelines such as masks are still required even if there are barriers around the teacher's desk.

Board discussed the decisions and information needed before November.

## **i. Discussion of Distance Learning Adjustment**

Discussion:

Mr. Gawarecki explained WIN Friday. Currently, Monday through Thursday are block days and Fridays are all 7 periods. The WIN (What I Need) Friday would allow in-person class or activity. The WIN Friday

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Protocol was provided in the board packet. If approved by the Board, the first WIN Friday would be October 30.

Motion to approve the WIN Friday for distance learning adjustment.

Moved by: Dan Ellingson                      Second: Cody Schniepp

Discussion:

Miss Akakpo noted that this would be good to have.

Vote: 9-yes    0-no    0-abstain

The motion carries.

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

- a. BOD Goals
  - i. Comprehensive Review of Strategic Plan **1/11, 2/22. 3/29**
  - ii. Expansion End of Year Goal
  - iii. Committee Purpose Statement
  - iv. MACS Contract Language Discussion - November training
  - v. Finance Training

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

- a. BOD Workshop, November 16, 2020 at 5:00 pm.
- b. Regularly Scheduled BOD Meeting November 16, 2020 at 6:15 pm

## **15. Motion to adjourn at 8:57 pm.**

Moved by: Annie Cardenas

Second: Adam Bartz

Vote: 9-yes    0-no    0-abstain

The motion carries.

### **Submitted:**

Ia Xiong, Board Recorder

### **Approved:**

Michelle Kurkoski, Secretary