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**Board of Directors
Workshop Minutes
Math & Science Academy
Monday, November 16, 2020
Building A (Room 8A) and Remotely
8430 Woodbury Crossing, Woodbury, MN 55125**

Call to Order by Annie Cardenas at 5:00 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
Jeana Albers, Teacher Member
Jennifer Bartle, Parent Member
Robert Krueger, Parent Member
Adam Bartz, Community Member
Maggie Burggraaff, Teacher Member

Non-voting:

John Gawarecki, Director (ex officio)
Paula Akakpo, Student Member

Absent:

Voting:

Non-Voting:

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

Discussion:

Eugene Piccolo - Contract Law session

- a. BOD role and responsibilities
 - i. Mr. Piccolo shared docs
 - a) Setting direction and planning
 - b) ****check video****
 - c) Policy setting
 - d) Legal and ethical responsibilities
 - ii. Within these are the 10 responsibilities listed on the doc that Mr. Piccolo shared
 - iii. #1: How do we ensure that the mission and vision are carried out, but also that we each make sure that these are 'lived-out' to keep referencing them, what do they mean to us as a school, begin faculty meetings with these, that they are in all of our publications. BOD ensures that it is part of all the communications as the institution. All the stakeholders will associate MSA with its mission and vision
 - iv. #2: how do we support the administrator as BOD representatives? Address things as they arise (talking with admin), clear expectations so that they can meet those expectations (job description and job performance docs), monthly director's report needs review and feedback, monthly meetings to continue to give feedback. As a BOD the product we create is the policies! These are a way to give support to the administrator by giving them the framework by which the school is operated.

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Resources needed to ensure the staffing, professional development, to the administrator.

- v. #3: effective planning - policy calendar for annual review, ensure that there is a functional strategic plan and that it is updated, that there is a process to review it, and to hold the school responsible for achieving the strategic goals
 - vi. #4: through committee input, following procedures and policies, BOD job is to set the big things (EX: start a preschool program, add before or after school programming). Assess and monitor by setting benchmarks, then assess via established benchmarks. Our contract with our authorizer is also a way to monitor, without it we can be shut down.
 - vii. #5: ensure adequate resources via setting max enrollment per grade. A BOD should focus on recruitment and retention! These will ensure that there is enough money to continue operations. We also need to ensure that we know what those numbers mean. EX: What % of our budget is federal money? A = 3-5% is federal money. We need to know what our funding sources are. We also need to lobby, this will help us to ensure adequate funding for the school overall (per pupil and levee)
 - viii. #6: oversight of finance - budgeting, monitoring financial reports. Protect assets and provide oversight via annual audit (BOD hires the auditor). School can be penalized if the audit is not completed on time. Financial policies are also a way that the BOD provides oversight.
 - ix. #7: This is the BOD job - recruit, make sure that they are on-boarded effectively, ensure that there is ongoing training, evaluate our own performance as a BOD, evaluate the meetings at the end of each (what did we accomplish), evaluate our individual performance to be a more effective board member.
 - x. #8: legally do not violate these - leave the school in better condition when you leave than when you started (duty of care, duty of loyalty, duty of obedience)
 - xi. #9: BOD are ambassadors for the school, have an 'elevator' speech that is what you want to tell others about the school in 30-45 seconds. Ensure that there is a marketing and communication strategy with our various community members and interested groups.
 - xii. #10: We are the ones held accountable for the terms of the contract, and we can be shut down if there are grievous issues. How to maintain a positive relationship? Our contract includes the number of site visits, reviews, etc. One good thing is to review the contract as a BOD and assess how we are progressing toward those goals. If we ever receive notification of an issue from the authorizer, we must respond. We should figure out a better way to engage the Authorizer via distance, there has been a lag recently.
- b. Contract and operations
- i. Meeting length - shouldn't be more than 2-2.5 hours. If they are going longer than that, we may not be utilizing our committees to the best of our ability. BOD shouldn't be doing all the legwork of an issue, that is where committees and staff become involved. BOD deals with the larger issues of these things (what needs to be done, why are we doing it, will it fulfill our mission and vision, how much will it cost). Be careful of not 'getting into the weeds'.
 - ii. Role of people on the BOD - emphasizing that we are BOD members for all and represent all of our stakeholders. We are part of the three groups legally defined as members who are eligible to be a voting member of the BOD. We are advocates for the common good of the institution, not an advocate of the individual groups. MN is the only state that requires teachers on the BOD. We are one of a few states that require parent members on the BOD. This becomes difficult for members, but especially for teachers. When there is a request for input from the faculty, it is recommended that the administrator bring the input to the BOD, but not that the BOD members who are teachers be the ones to speak to it (in lieu of overall input from staff). Be clear of what the role is in different circumstances.

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- iii. BOD members cannot be an advocate for any particular person, program, or cause. If approached by stakeholders, the reaction should be to direct that person to the chain of communication. BOD members have a dual function as a legislative body (creating policy) and a judicial body (when there is a disciplinary action).
- iv. Voting on compensation of teachers can be an issue. Not a conflict to vote on salary schedule or benefits that are applicable to all staff. If it is an individual's contract, they shouldn't vote on it.
- v. Issues of conflict of interest - open forum is OK, but there shouldn't be open forum for airing grievances or personal attack.
- vi. Contract language:
 - 1. There are different kinds of employment contracts. By law, charter school employees are categorized as 'at-will'. 'At-will' means that you are employed until you quit or are fired.
 - 2. As a BOD we have the option to move away from at-will to 'term' employment. You can delineate a contracted time period (time-certain individual contract). We can make that choice as a BOD, but we should be aware that we are making that choice as a BOD. This also means that the terms of the contract cannot be changed unless both parties agree to the changes. Currently, we are under a one-year contract time period. Eugene would not recommend signing these because it states that we can be fired without notice. Even 'at-will' are required to give notice. There is language in our contracts that is problematic. What should it say? That would depend on whether we wanted to continue to be contract period or at-will. This is something that we will need to discuss as a BOD, and to be sure that we understand. At-will gives the organization more flexibility, time-certain gives the employee more security. There are a lot of things to think about, and that MACS has more documentation (found online or Mr. Piccolo will send it to John).

Workshop was adjourned at 6:00 pm

Submitted and Approved:
Michelle Kurkoski, Secretary

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**Board of Directors
Meeting Minutes
Math & Science Academy
Monday, November 16, 2020
Building A (Room 8A) and Remotely
8430 Woodbury Crossing, Woodbury, MN 55125**

1. Call to Order by Annie Cardenas at 6:15 pm

Vision and Mission read by Paula Akakpo.

2. Roll Call of Members

Present:

Voting:

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

Non-voting:

John Gawarecki, Director (ex officio)
Paula Akakpo, Student Member

Non-member: Dennis Hoogeveen, CliftonLarsonAllen LLP.

Absent:

Voting:

Non-voting:

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

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

Conflicts of Interest: None

Motion to approve the agenda.

Moved by: Annie Cardenas Second: Jeana Albers

Discussion:

Add to Consent Agenda Item 10b: Policy 524 Internet Acceptable Use and Safety Policy

Vote: 9-yes 0-no 0-abstain

The motion carries.

Read by Ms. Cardenas:

Letter from Alicia Okeson - This parent wanted the Board to address the need to return to in person learning, WIN, and zoom fatigue.

Letter from Tammy Barnaby - This parent wanted the Board to reconsider WIN Fridays.

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5. Approval of Minutes.

a. Motion to approve the October 19, 2020 Workshop and Meeting Minutes.

Moved by: Dan Ellingson Second: Adam Bartz

Discussion:

None

Vote: 9-yes 0-no 0-abstain

The motion carries.

b. Motion to approve the October 27, 2020 Special Meeting Minutes.

Moved by: Annie Cardenas Second: Adam Bartz

Discussion:

Change header to "Special Session".

Vote: 9-yes 0-no 0-abstain

The motion carries.

6. Chair's Report

Ms. Cardenas provided a recap of the Workshop. See Workshop minutes.

7. Director's Report

Mr. Gawarecki provided an update on the MDH ratings. Current rate in Washington County is 130.8 and is projected to be 165 by Sunday, November 22. School District 833 will be all distance learning on December 7 (K-12). School District 833 started distance learning today.

Student Achievement:

MSA is ranked the #1 Middle School in Minnesota according to [Niche](#). MSA's 10th grader, Lynne Inouye was featured on a recent KSTP news article.

<https://kstp.com/minnesota-news/high-school-students-make-3000-sandwiches-for-homeless/5897974/?cat=1>

- Utilization of licensure coursework application

Coursework in the Human Relations course required a presentation on change within an organization. I presented on MSA's pivot to our WIN Friday. Slides for the presentation may be found in the packet.

- Evidence of the inclusivity goal application

Inclusion of parents, teachers, board members, and support staff on COVID-19 Liaison Team, expansion of the number of members on the Expansion Committee.

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

Development and implementation of the WIN Friday schedule included involvement from all of our stakeholder members.

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- 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.

The development and implementation of WIN Friday schedule was reviewed by COVID-19 Liaison Team prior to bringing it to the rest of the staff.

- Update the Board about PD application to finance

Began Hamline course GED 8125-01, School Finance, on November 5th. Just started introductory course material. Instructor is from another charter school.

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

Please see notes from the committee.

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

Procedures for inviting input by teachers and support staff are in place. A review of utilization of the forms will be conducted prior to winter break for any needed adjustments.

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

This information is usually included in the COVID updates or through daily planning. Additional websites for data have been gained along with lessons learned from other schools, i.e., tracing protocols, sharing our distance learning plan.

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

The next PTO meeting is scheduled for January 11, 2021.

- Establishing and maintaining relationships and networking with neighboring school districts to foster collaboration and build community relationships, as appropriate
 - Through coursework at Hamline, I have expanded my charter school director network to include Trio Wolf Creek Charter School, Chisago City, and College Prep Elementary in St. Paul.
 - Contributed to the weekly Charter School Admin Support Call hosted by MACS

- Evidence that PD regarding team building and/or conflict management has or will be attended

Human Resources course will be completed on November 15th. Focus was on utilizing human capital to reinforce student achievement and supporting the mission and vision of the school.

- Evidence that PD regarding diversity and sensitivity or cultural competency has or will be attended

Human Resources course will be completed on November 15th. A portion of the course focused on how schools may meet the needs of students even if the staff does

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not reflect its population composition.

- Finalized employee climate survey may be found in the packet.

Monthly COVID Evaluation

MDH Rating:

Based on October 8th data from MDH, we currently qualify for hybrid learning with a COVID-19 Positivity Rate of 20.96 in Washington county, which is up by 6.51 from the last report period. Utilizing a model in which we take into account Dakota, Ramsey, Hennepin, and Washington counties, the rate would correlate to 28.5 as of October 13th.

ISD 833 Scenario: Plan on staying in hybrid through the end of their 1st trimester (November 24th).

Survey Results

Below are the results for the semester 2 registration:

Partially in-person

203 students

Monday and Tuesday: 111

Wednesday and Thursday: 92

Distance Learning

269 students

Not included in the results:

PSEO students - 26 full-time and no classes at MSA

No response - 38 students

Of the students who chose partially in-person, 118 registered for transportation, with approximately half taking the bus on Monday/Tuesday and the other half on Wednesday/Thursday.

Staff survey results are included in the packet.

Motion to discuss the financial audit.

Moved by: Cody Schniepp Second: Dan Ellingson

Discussion:

Mr. Dennis Hoogeveen presented an overview of the audit on June 30, June 2020. The audit gives an opinion of financial statements and issued an unmodified audit opinion. MSA has a healthy end balance. All around, it is a good audit.

Motion to approve financial audit.

Moved by: Cody Schniepp Second: Jennifer Bartle

Vote: 9-yes 0-no 0-abstain

The motion carries.

8. Student Representative Communication and Update

Ms. Akakpo noted that they are working on interest groups: sex ed, mental health, and diverse curriculum. Currently, they are in the research state and will look to work collaboratively with teachers.

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

Board Committees:

Academics (Ms. Kurkoski): Report submitted with no discussion.

Annual Fund (Mr. Bartz): No report submitted.

Communications (Ms. Burggraaff): Report submitted with no discussion.

Personnel (Ms. Cardenas): Report submitted with no discussion.

Finance (Mr. Schniepp): Report submitted. Dragons to the Max started this last weekend. Finance of bonds is going through this week. 79% of the CARES are spent. All CARES funds will need to be spent by December 30. Credit card statements are now posted.

Motion to approve the October 2020 Financial Statement.

Moved by: Cody Schniepp Second: Annie Cardenas

Discussion:

None

Vote: 9-yes 0-no 0-abstain

The motion carries.

School Expansion Possibilities (Mr. Ellingson): Report submitted. Mr. Ellingson wanted to point out that the next meeting will be focused on a wish list from teachers and students.

Policy (Ms. Kurkoski): No report submitted.

10. Consent Agenda

a. Annual review of 514 Bullying Prohibition Policy

b. Policy 524 Internet Acceptable Use and Safety Policy

Motion to approve consent agenda.

Moved by: Annie Cardenas Second: Jeanna Albers

Discussion:

None

Vote: 9-yes 0-no 0-abstain

The motion carries.

11. Old or Unfinished Business

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

Discussion:

This item is postponed.

b. Discuss Policy 103 Complaints-Students, Employees, Parents, Other Persons

Discussion:

This item is postponed.

c. Discuss Policy 429 Suspected Misconduct and Dishonesty by Employees and Others

Discussion:

This item is postponed.

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d. Strategic Planning

Discussion:

Ms. Cardenas provided a reminder to the Board.

12. Items for Discussion and Decision

a. Approve Financial Audit

This item was moved earlier in this meeting.

b. Approve Mid-year Staff Survey

Motion to approve mid-year staff survey.

Moved by: Robert Krueger Second: Adam Bartz

Discussion:

Board discussed content and potential combinations of the surveys.

Vote: 9-yes 0-no 0-abstain

The motion carries.

c. Approve World's Best WorkForce

Motion to approve World's Best WorkForce.

Moved by: Annie Cardenas Second: Jeana Albers

Discussion:

Board discussed the World's Best WorkForce quality. Mr. Gawarecki pointed out some corrections in the packet. The unlicensed positions were posted to be able to hire 'high-quality' teachers. On page 190, 7th bullet down, MSA has 3 out of field teachers out of 35 (9%) - not 4 out of license. Missing teacher and student members, we need to get those groups represented.

Vote: 9-yes 0-no 0-abstain

The motion carries.

d. Discuss Monthly COVID Evaluation

i. MDH Rating

ii. ISD 833 Scenario

iii. Survey Results

iv. Administrative Recommendations

Discussion:

Mr. Gawarecki provided an overview of the information in the board packet. There are five steps in the Safe Learning Plan. MSA is now at step 5 which is monitoring the community and school level impact. All schools are at this step. This step is called the "scalpel approach".

The question now is what would the second semester look like. There have been changes since the start of the school year. Mr. Gawarecki went through the learning scenario provided in the board packet.

Mr. Gawarecki recommended that all activities be suspended because there is a case at MSA and the MDH rates are up. He also recommends distance learning to April 2.

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Look at the same criteria as the start of the school year, add some based on current information. Case rate has been increasing, including the counties that MSA is a part of. Rate projections indicate increasing case rates. We do not have rates for other similar symptoms (Influenza, colds) because we are in a distance scenario. We are in DL, thus they have not been part of our tracking and data. Yesterday, there was a staff member testing positive, needed to complete contact tracing, both are in quarantine (two teachers). There are also staff members that are currently quarantining due to exposure to virus. One of our contractors is also in quarantine based on exposure.

833 is in DL effective December 7th. With this, the transportation question arises. 833 is still required to provide transportation, but 833 has suspended all transportation services, which means that MSA will not have access. We would need to find other transportation

MDH safety needs - can we meet them? CDC has changed the definition of 'close contact' from 15 minutes on continuous exposure to cumulative 15 total minutes of exposure in 24 hours. What this means is that they are now focusing on an approach of counting up total minutes in which a student is in contact with another student. This is also contact within a 6 foot radius, if there are individuals who are not within the 6 foot radius, they would not need to be categorized as close contact and required to quarantine. This also affects passing time because the cumulative time wouldn't add up to 15 minutes. Ideally, they still want to keep the 6 foot distance, but hallways can be difficult. If we cannot do that, we have to take into account that amount of time in our calculations. Going from building A to building B could take 5 minutes, and if that happened more than three times in a day, they would be considered 'close contact'. Mr. Barzt asks how this data will be collected and aggregated so that we can minimize the contact minutes. Recommendation is to release one at a time as a way to minimize the contacts. Everyone on campus needs to keep a log of contact minutes. Including times in close contact, if there was a student with a mask off (that changes the contact rating).

New guidelines have been developed to formalize and streamline the contact tracing procedures and system.

Staffing demands would also go up. School nurses are contracted for support purposes, not for the number of hours that this would need (about 16 hours per week). Ms. Bartle question - what is the nurse doing? Are there options for utilizing a health aid or other options (possibly less expensive)? Mr. Gawarecki stated that it is mostly for referencing purposes to ensure we are correctly dealing with safety, protocols, and private information. Contact tracing staffing hours would also need to be budgeted for, this would also require additional hours. The new contact tracing system may help to alleviate the amount of time, but still would need more.

IT Support: If we upgrade, we would need to begin a contract (yearly) to upgrade the broadband. Mr. Gehring has additional information about the technology needs that a partial in-person plan would require. The goal of GTTM money is to fund the fiber optic installation. If it is successful, we could get the fiber optic installed by January. This also adds about \$300 per month. Likely the install would be in Building B, which would help Building C and D internet capacity and ability to transmit data. If not successful, we can upgrade for \$10.00 more per month, but we won't know whether this is enough until everyone is on campus to test the system.

Staffing availability: The total staff members total (19) who wouldn't come on campus poses a challenge. MSA can require medical documentation, but then also must afford them the ability to work from home. Pricing for monitors is about \$98.00 per day. Ms. Bartle asked when the teachers would return (what circumstances would allow for it)? Mr. Gawarecki stated that there is a reality to this and is dangerous. We haven't asked whether they would return if there was a vaccine. Do we have the money to pay for the monitors? Currently, we have a small budget surplus, but we would need to reallocate the funds. We cannot just 'spend the general fund', there are restrictions to that, as well as the conditions of our bond agreement.

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Budgetary constraints: hanging over all of this is that there are a lot of discussions at the state level about balancing the budget. This has been done by increasing the holdbacks to schools, which is why we need to be careful about using the general fund. Otherwise we would need to use a line of credit (high interest rate). This can also be dangerous unless we are very stable financially. There is also the chance of a revenue freeze - no increase in pupil funding for the following school year. Being financially secure will be challenging in the next few years as the economic consequences of the shift in MN state budget continue to play out.

Success of current learning model: we haven't surveyed recently, waiting to see how a couple of WIN Fridays impact the satisfaction rate. Mr. Bartz asked Ms. Akakpo whether there was any anecdotal evidence of student opinion about WIN Fridays. She shared that she mostly interacts with high school students, but that there is a higher satisfaction with this. The previous model felt like a heavy workload, but this improved things. She also shared that it would vary from person to person.

Activities: Mr. Gawarecki recommends that there not be activities on campus right now. The overall numbers are trending too high to allow for activities meeting to be safe.

Additional factors include the registration numbers for in-person vs DL.

Mr. Gawarecki stresses that MSA should not be shifting between models frequently, that it is disruptive to learning. Recommendation that at a minimum the BOD would vote on a measure until April 2 (time after spring break in case there are individuals who have traveled or have interacted with others who have traveled).

e. Approve 2nd Semester Learning Scenario.

Continue with Distance Learning with WIN Fridays through April 2nd with a review by the BOD at the March 16th meeting. Inside groups would not meet until county rates are lower than 100 for a two week period of time and no positive cases at MSA are reported.

Moved by: Cody Schniepp Second: Robert Krueger

Discussion:

COVID liaison group will continue with continuous teacher involvement. The decision needs to be determined now because there are a lot of impacts such as transportation. Board will still continue to review, monitor, and discuss updates.

Motion to withdraw the previous motion.

Moved by: Cody Schniepp Second: Robert Krueger

Because Minnesota Governor Tim Walz issued Emergency Executive Order 20-82 on July 30, 2020, and the Safe Learning Plan for 2020-2021, the MSA Director will implement the Distance Learning model with WIN Fridays until April 2, 2021 school year, with monthly evaluations at MSA Board meeting, as well as a final review by the BOD at the March 16th meeting. Within this Distance Learning model, and while MSA qualifies for a less restrictive scenario under MDE guidelines, the MSA Director will use his discretion to approve on campus student support services. Services is a broad term that encompasses both academic and social-emotional needs. This is not to indicate that this is a hybrid learning environment, but as enrichment, 504 and IEP support, and for extracurricular and social-emotional needs.

Moved by: Cody Schniepp Second: Robert Krueger

Discussion:

This motion will give Mr. Gawarecki's discretion on activities.

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Because Minnesota Governor Tim Walz issued Emergency Executive Order 20-82 on July 30, 2020, and the Safe Learning Plan for 2020-2021, the MSA Director will implement the Distance Learning model with WIN Fridays until April 2, 2021 school year, with monthly evaluations at MSA Board meeting, as well as a final review by the BOD at the March 16th meeting. Within this Distance Learning model, and while MSA qualifies for a less restrictive scenario under MDE guidelines, the MSA Director will use his discretion to approve on campus student support services. Services is a broad term that encompasses both academic and social-emotional needs. This is not to indicate that this is a hybrid learning environment, but as enrichment, 504 and IEP support, and for extracurricular and social-emotional needs. Inside groups would not meet until county rates are lower than 50 for a two week period of time and no positive cases at MSA are reported.

Moved by: Jeana Albers Second: Maggie Burggraaff

Discussion:
None

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. Finance Training
- v. Contract Language

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

- a. BOD Workshop, December 21, 2020 at 5:00 pm.
- b. Regularly Scheduled BOD Meeting December 21, 2020 at 6:15 pm

15. Motion to adjourn at 8:55 pm.

Moved by: Annie Cardenas Second: Maggie Burggraaff

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

Submitted:

Ia Xiong, Board Recorder

Approved:

Michelle Kurkoski, Secretary