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**Board of Directors
Workshop Minutes
Math & Science Academy
Tuesday, February 16, 2021
Building C (Lobby) 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:

1. Financial Training (Mr. Schniepp)

Mr. Schniepp reviewed elements of budget information (Balance sheet expenditures, Balance sheet revenues, potential issues, bond covenants, and budget updates).

2. Contract Language

What should be part of contract language? There was a recommendation to be cautious about what is part of the open meeting law discussion items. Some discussion into the differences between versions that were shared with BOD members. The question is whether this is something that can be done this year or how to address it with limited time.

Workshop was adjourned at 6:01 pm

Submitted and Approved:

Michelle Kurkoski, Secretary

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**Board of Directors
Meeting Minutes
Math & Science Academy
Tuesday, February 16, 2021
Building C (lobby) 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

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: Maggie Burggraaff Second: Robert Krueger

Discussion:

Change Item 12J to "Discuss Term Contract Template"

Motion to change the agenda.

Moved by: Annie Cardenas Second: Adam Bartz

Vote: 9-yes 0-no 0-abstain

The motion carries.

4. Open Forum

Heather Schillinger-Will MSA offer summer school for all students? Mr. Gawarecki has responded.

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MSA Senior Class (Abigail Musherure and 23 other seniors) - Letter read by Ms. Cardenas. Subject was concern over graduation.

Mary Yapp - Letter read by Ms. Cardenas. Multiple concerns on Covid and activities.

5. Approval of Minutes.

a. Motion to approve the January 19, 2021 Workshop and Meeting Minutes.

Moved by: Maggie Burggraaff Second: Dan Ellingson

Discussion:

Correction:

pg 4 spelling error: Item D - "overall talent"

Vote: 9-yes 0-no 0-abstain

The motion carries.

b. Motion to approve the BOD Closed Meeting (Director Evaluation) January 25, 2021

Moved by: Annie Cardenas Second: Adam Bartz

Discussion:

None

Vote: 9-yes 0-no 0-abstain

The motion carries.

6. Chair's Report

Ms. Cardenas highlighted items at the workshop. See Workshop minutes.

7. Director's Report

Student Achievement/Activity:

MSA has three students who are National Merit Scholarship Finalists.

Conducted our Lottery for the 2021-2022 school year with over 430 applications.

Charter School Day at the Capitol is March 3rd. Virtual event with two openings available.

- Update on Diverse Hiring Taskforce:

We met on February 4th and are looking at a different template to post jobs with. Additional resources to be reached out to we identified.

- Utilization of licensure coursework application

Reviewed MSA's budget with BerganKDV, the BOD Treasurer and administrative staff. Made recommendations for the long-range budget model. Coordinated staff PD for February 3rd on Microaggressions which was presented by the assistant directors.

- Evidence of the inclusivity goal application

Coordinated a Health Department meeting to address a curriculum review for MSA's sex education curriculum with student input.

Conducted the first Calendar and Pay Scale task force meetings as well as

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holding the COVID-19 Liaison meeting.

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

Discussed and reviewed information on building procedures for a partial in person scenario with the assistant directors prior to having them discussed with the entire staff on February 10th.

- 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.

Reviewed with the entire staff the upcoming changes that could result if we move to a partial in-person learning scenario.

Discussed the possibility of a stipend and how it should be adjusted with the finance committee and then repeated the gist of the information to the entire staff.

- Update the Board about PD application to finance

Since the School Finance course at Hamline is completed, I reviewed MSA's budget with BerganKDV, the BOD Treasurer and administrative staff. Made recommendations for the long-range budget model which are up for BOD approval.

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

Our next meeting is February 25th with two developers coming in to discuss the services they could provide to MSA.

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

Met with the SPED Coordinator and Student Services Coordinator to reinforce that general education teachers need to be invited to meetings that directly impact modifications of their curriculum for individual students.

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

Most charter schools have true at will contracts. Many of the term contracts that charter schools do have include some type of clause for breaking the contract. The most common clause is a \$500 buyout agreement.

The governor's 1% increase for 2021-22 and 2.5% increase for the 2022-2023 school years may be used as a "bargaining chip" with the senate. The MN House has a 2% increase for 2021-22 and 2022-23 in its HF843 bill.

Most charter schools only have about 5 members vaccinated at this time and many are returning to in-person instruction despite staff concerns.

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

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Next MSA PTO meeting is scheduled for March 1st at 6:30 pm.

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

Attended and collaborated with other charter schools during the Regional 16

Director's meeting held on February 4th.

Contributed to the Tuesday Charter School Admin Support Call hosted by MACS by posing questions relating to contracts and OFPs.

Attended a Welcoming Schools discussion hosted by MACS.

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

○ Began GED 8135 (The Principal) course and GED 8126 Additional Leadership Assessment - District Superintendent courses

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

Attended a webinar on Welcoming Schools provided by MACS on February 10th.

- Employee climate survey is included in this month's BOD packet.

8. Student Representative Communication and Update

Ms. Akakpo noted that they continue the advisory lessons.

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

Board Committees:

Academics (Ms. Kurkoski): Report submitted.

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

Communications (Ms. Burggraaff): Report submitted.

Personnel (Ms. Cardenas): Report submitted.

School Expansion Possibilities (Mr. Ellingson): No report submitted. At the next meeting, two contractors will be brought in. Board discussed offering online next year. Other schools are offering it. Mr. Gawarecki will put it on the staff agenda meeting.

Policy (Ms. Kurkoski): No report submitted.

Finance (Mr. Schniepp): Report submitted.

Motion to approve the January 2021 Financial Statement.

Moved by: Annie Cardenas

Second: Adam Bartz

Discussion:

None

Vote: 9-yes 0-no 0-abstain

The motion carries.

Motion to approve revised budget.

Moved by: Annie Cardenas

Second: Cody Schniepp

Discussion:

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Mr. Schniepp explained that the budget was revised because it was based on historical data. The school year has not been a normal year.

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

10. Consent Agenda

None

11. Old or Unfinished Business

a. Approve Policy 522 Student Sex Nondiscrimination (Title IX) (Second Reading)

Motion to approve Policy 522 Student Sex Nondiscrimination (Title IX)

Moved by: Adam Bartz Second: Maggie Burggraaff

Discussion:
None

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

b. Approve Performance Stipend

Motion to discuss Performance Stipend.

Moved by: Annie Cardenas Second: Dan Ellingson

Discussion:

Mr. Schniepp noted that there is an \$83,000 surplus. There are three options for stipends and how it affects the budget.

Board discussed the delay of this approval to the fourth quarter but there are no performance goals in the fourth quarter. The stipend needs to be tied to a performance goal. Board also discussed a stipend for retainage which funds would be encumbered this fiscal year and paid at the beginning of next school year.

Motion to approve a student achievement stipend of \$500 for all staff qualifying for benefits (adjusted for each staff member's FTE status up to 1.0 FTE) if MSA's graduating senior class of 2021 has a graduation rate of 90%.

Moved by: Robert Krueger Second: Dan Ellingson

Discussion:

Board will discuss a retainage stipend at a future BOD meeting.

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

12. Items for Discussion and Decision

a. 1-25-21 Closed Meeting Summary (Midyear Director's Evaluation) Pursuant to Minn. Stat. 13d.05 subd. 3a that was conducted at a closed meeting on 1-25-21, the BOD Chair will provide a detailed summary regarding the Directors Midyear evaluation.

Discussion:

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- a. For Strengths Mr. Gawarecki has demonstrated operational excellence as demonstrated by the following: He is successfully preparing or has prepared a long range facilities mgmt plan, he has high expectations for teachers and EA's, in Finance (school is fiscally in great shape and plans for future expansion are continuing), the director improved dramatically on being available and accessible to employees and community, and he collaborated with other schools/expanded his charter school network (i.e. MACS)
- b. Opportunities for growth-Mr. Gawarecki continues to require improvement
 - i. In Effective communication:
 - 1. So that he improves to greater than 75% on survey question # 2 "The Director communicates clearly" based on a NI, Proficient and superior rating
 - 2. So that he improves greater than 75% on survey question # 35 (Climate survey) -" There is effective communication within MSA" based on agree, neutral, disagree rating
 - ii. Chain of Communication:
 - 1. Improves to greater 75% on Survey question 31 "The MSA Director consistently enforces the Chain of Communication" based on a NI, Proficient and superior rating
 - iii. Visibility during the Day:
 - 1. Based on survey question 21 "the MSA Director is visible in the school community during the day and is visible engaged with students and staff" the director will visit classes, activities or clubs twice a week.
 - iv. Ownership of Decision-Making process:
 - 1. Improves greater than 75% on Survey question 30 "The director demonstrates ownership of the decision-making process and results" based on a NI, Proficient and superior ranking.
 - v. Based on Survey questions 9 and 25 "The MSA Director promotes high expectations for all administrators" and "The High school AD successfully completed assigned goals in a timely fashion (activities handbook, coaches handbook, rSchool, updated activities pages, graduation planning, etc...) the director will the BOD by the March 2021 closed meeting issued identified in the comments and have a plan for how to develop/support administrators better.
 - vi. The director will find a way to address our fundraiser gap and actively participate in lobbying efforts to reform charter law.
- c. Other Comments/requirements were to:
 - i. Build trust in hiring qualified MSA teachers by following MDE requirements for teacher licensure, hiring and OFP for next school year with a task force (licensures and listing requirements, interview questions, resume, review, etc).
 - ii. Deliver a complete 4th quarter opening list of all items/procedures required to implement a plan for students to return partially in person and full in person at the February 2021 BOD meeting. This list should include status of required opening items/procedures. This list of items/procedures should be expanded from the current outline and must include all Minnesota Safe Opening for all schools, MDE and MDH requirements. Deliver the complete 4th quarter opening plan for students to return partially in person and in person at the March 16, 2021 BOD meeting with a scenario recommendation to the BOD for 4th quarter at the March Meeting.
- d. Failure to make significant progress on these expectations can result in a conversation about non-renewal of contract for the 2021-2022 school year.

b. Discuss BOD Election Plan

Discussion:

Mr. Bartz provided an overview and the timeline in the board packet. Ms. Kurkoski asked whether the BOD would like the Student Council to continue to run the student BOD representative elections, which was the BOD preference.

Board discussed how nominations and voting is conducted. There will be no mailings or forms.

Motion to approve the BOD Election Plan.

Moved by: Cody Schniepp Second: Annie Cardenas

Vote: 9-yes 0-no 0-abstain

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The motion carries.

c. Approve Bus Contract for South Washington County

Motion to approve South Washington County as the bus contract.

Moved by: Maggie Burggraaff Second: Jeanna Albers

Discussion:

Historically, South Washington has been MSA's transportation. If MSA did their own bussing, then there would be a deficit.

Vote: 9-yes 0-no 0-abstain

The motion carries.

d. Approve Lottery Results (conducted 2nd week)

Motion to approve lottery results.

Moved by: Annie Cardenas Second: Jennifer Bartle

Discussion:

Lottery results are in the board packet. The lottery was held on February 9. The waiting list is as follows: 325 nonsiblings, 6 siblings, and 0 staff.

Vote: 9-yes 0-no 0-abstain

The motion carries.

e. Approve Directors Evaluation Process

Motion to approve Directors Evaluation Process.

Moved by: Annie Cardenas Second: Robert Krueger

Discussion:

P. 108 mission and vision statement added

Vote: 9-yes 0-no 0-abstain

The motion carries.

f. Approval of Finalized Director Evaluation Survey Questions for the Community

Motion to approve Finalized Director Evaluation Survey Questions for the Community

Moved by: Annie Cardenas Second: Maggie Burggraaff

Discussion:

P. 134 type (timey instead of timely)

Vote: 9-yes 0-no 0-abstain

The motion carries.

g. Approval of Finalized Director Evaluation Survey Questions for Staff

Motion to approve Finalized Director Evaluation Survey Questions for Staff.

Moved by: Annie Cardenas Second: Jeanna Albers

Discussion:

None

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

h. Approve Closed Meeting Dates (Meeting #2 #3-March and #4-April)

Motion to approve closed meeting dates for evaluation of the Director on March 4 at 6:00 pm, March 23 at 5:30 pm, and April 12 at 6:00 pm.

Moved by: Annie Cardenas Second: Cody Schniepp

Discussion:
None

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

i. Discuss Final Strategic Plan Retreat Date (April)

Discussion:
Ms. Cardenas noted that they will need to decide who will wrap it up.

j. Discuss Term Contract Template

Discussion:
The draft that the Board received addressed “at will” employees. Board discussed different versions and when a contract could be drafted. Mr. Gawarecki will follow up.

k. Finalize Board Evaluation document

Discussion:
Board discussed the previous process and how to conduct it this year.

l. Review Monthly COVID Evaluation

- i. MDH Rating**
- ii. ISD 833 Scenario**
- iii. (P. 154) Survey Results**
- iv. Administrative Recommendations**
- v. Items/Procedures/Status Required for Partial In-person and Full In-person Scenarios**

Discussion:
Currently the rate is 28.11 which is a hybrid level for high school. The cap number is 30.

Key take away from survey results will be included in the board packet.

Mr. Gawarecki provided information that will be made part of the board packet.

13. Future BOD Meeting and Workshop Agenda Items

a. BOD Goals

- i. Comprehensive Review of Strategic Plan
 - 1. February 22, 2021 at 6:00 pm
 - 2. March 29, 2021 at 6:00 pm
- ii. Expansion End of Year Goal
- iii. Committee Purpose Statement

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

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- a. BOD Strategic Plan Retreat February 22, 2021 at 6:00 pm
- b. BOD Closed Meeting Director Evaluation March 4, 2021 at 6:00 pm
- c. BOD Closed Meeting Director Evaluation March 23, 2021 at 5:30 pm
- d. BOD Workshop, March 16, 2021 at 5:00 pm
- e. BOD Regular Meeting, March 16, 2021 at 6:15 pm
- f. BOD Strategic Plan Retreat March 29, 2021 at 6:00 pm
- g. BOD Closed Meeting Director Evaluation April 12 at 6:00 pm

15. Motion to adjourn at 9:41 pm.

Moved by: Annie Cardenas Second: Jeanna Albers

Vote: 9-yes 0-no 0-abstain

The motion carries.

Submitted:

Ia Xiong, Board Recorder

Approved:

Michelle Kurkoski, Secretary