

# APPROVED

**Board of Directors  
Workshop Minutes  
Math & Science Academy  
Tuesday, March 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. Contract Language Update**

Survey results:

94% teachers

90% hourly

100% of admin

Voted to keep the current contract language and not move to the new contract language drafted by legal counsel. This will be for the 2021-2022 school year, the issue of revising the contract language will need more time to be updated.

**2. Document and Process for Director Evaluation**

The BOD will review the process, and determine how these evaluations will be received and completed by the BOD. Last year, each BOD member had a copy of the eval doc of their own that they completed, which was then sent to the Chair. Mr. Krueger will share a copy with each BOD member and complete the evaluation document. These will be sent to Ms. Cardenas and Mr. Krueger.

- Director job description will also be sent with the document.
- SAM goals will be sent with the document (sent 12-17-2020)
- Discussion of the date to be completed (March 23rd will be the date that the results are discussed, from there it was discussed that having the aggregated results before the meeting would be helpful. Continuing the timing backwards, the individual documents will

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be sent to BOD members by 3-17, will be due by midnight on Friday 3-19; aggregated results will be shared by Sunday 3-21 at noon)

- Update on goals progress

**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  
Tuesday, March 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: Annie Cardenas                      Second: Adam Bartz

Discussion:

None

Vote: 9-yes                      0-no                      0-abstain

The motion carries.

**4. Open Forum**

Ms. Cardenas read two letters from parents:

- Mary Yapp: Thank the teachers. Concerned about communications.
- Jeff Eng: Concerned about funds raised for seniors of 2020 and the use of it.

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## 5. Approval of Minutes.

### a. Motion to approve the February 16, 2021 Workshop and Meeting Minutes.

Moved by: Annie Cardenas                      Second: Dan Ellingson

Discussion:  
None

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

### b. Motion to approve the BOD Special Meeting, February 22, 2021

Moved by: Annie Cardenas                      Second: Robert Krueger

Discussion:  
None

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

### c. Motion to approve the BOD Special Meeting, February 26, 2021

Moved by: Annie Cardenas                      Second: Jeana Albers

Discussion:  
None

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

### d. Motion to approve the BOD Closed Meeting (Director Evaluation) March 4, 2021

Moved by: Annie Cardenas                      Second: Maggie Burggraff

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:

10 Nordic Ski participants competed in the sectional races. Greta Hanson qualified to compete in the Nordic Ski State Championship.

MSA Sophomore Aria Peng won Minnesota Music Teacher Association's Senior Young Artist Piano Competition 2nd place in her first year of competition. MMTA Sr. Young Artist is a very competitive event, the highest level piano competition for high schoolers

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held by the music organization.

MSA concluded its Spring Break on March 15th. We are now our transition process before MCAs begin on March 22nd.

- Update on Diverse Hiring Taskforce:

We met on March 4th and are updating our template to post jobs. We should complete this and the text to utilize for posting at our next meeting.

- Utilization of licensure coursework application

Current course of 8135 Principal has me re-evaluating the school's current culture and communication systems.

- Evidence of the inclusivity goal application

Completed the Calendar and Pay Scale task force meetings with recommendation to the staff. Held multiple COVID-19 Liaison meetings to update the Spring Planning Guide.

- 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 including a "punch list" with the assistant directors prior to having them discussed with the entire staff on March 3rd.

- 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 transition week for staff, the proposed changes to the calendar, and the new pay scale with each respective task force before they were brought to the entire staff.

- Update the Board about PD application to finance

Attended the Charter School Day at the Capitol with BOD members Ellingson and Schniepp.

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

At our meeting on February 25th, we met with two developers and discussed their potential services to MSA. I am arranging for additional service providers to present to the committee on March 18th.

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

Revised some procedures to clarify when and how teachers are notified for meetings. Teachers need to prioritize attendance of meetings for individual

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students and this reminder will be made at the upcoming all staff meeting.

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

Funding for the second year of the biennium is a concern at the state level due to one-time federal funding.

Almost all charter schools are not planning prom activities this year yet.

The variant outbreak in Carver county is very concerning for MDE, MDH, and reinforces the need to be diligent on safety protocols.

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

Next MSA PTO meeting was moved to March 22nd at 6:30 pm.

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

Worked with SAM on our annual Site Visit on February 24th.

Attended and collaborated with other charter schools during the MACS Legislative Update on March 5th and 12th.

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

Participated in PELSB Tier 1 and OFP Q & Q session on March 9th.

Participated in a MACS Government Affairs Committee meeting on March 12th.

Arranged for and participated in meetings with MN Senator Kent, and MN Representative Sandell during Charter School Day at the Capitol.

- 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 - Current focus is on identifying leadership styles and organizational cultures.

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

- Employee results of the contract survey are as follows:

- 94% of teachers, 90% of hourly staff, 100% of the administrative staff, and 93% of all staff wanted to stay with the current contract template instead of the updated template.

## 8. Student Representative Communication and Update

None.

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

### Board Committees:

Academics (Ms. Kurkoski): Report submitted. Ms. Kurkoski explained the curriculum review cycle.

Annual Fund (Mr. Bartz): Report submitted.

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Communications (Ms. Burggraaff): No report submitted.

Personnel (Ms. Cardenas): No report submitted.

School Expansion Possibilities (Mr. Ellingson): No report submitted. Docs were shared with BOD (more detailed). Will school expansion include a virtual academy? Right now they are focused on bringing in developers, but that there have been initial discussions about this, still early in the discussion. There are challenges that will need to be addressed at a legislative level as well. There is a teacher task force about this as an early exploration.

Policy (Ms. Kurkoski): No report submitted.

Finance (Mr. Schniepp): Report submitted.

## **Motion to approve the February 2021 Financial Statement.**

Moved by: Cody Schniepp                      Second: Annie Cardenas

Discussion:

Ms. Cardenas asked about lawn care.

Vote: 9-yes 0-no 0-abstain

The motion carries.

## **10. Consent Agenda**

~~a. Policy 616 School District Accountability Policy~~

**b. Policy 603 Curriculum Development**

**c. Spring Planning Guide**

**d. Approval of Retaining Ms. Mary Dobbins**

## **Motion to approve consent agenda.**

Moved by: Annie Cardenas                      Second: Adam Bartz

Discussion:

Remove Policy 616 School District Accountability Policy. It was last amended in 2020.

## **Motion to revise the consent agenda by removing 10a. Policy 616 School District Accountability Policy.**

Moved by: Annie Cardenas                      Second: Robert Krueger

Discussion:

None

## **Motion to approve consent agenda.**

Moved by: Annie Cardenas                      Second: Robert Krueger

Vote: 9-yes 0-no 0-abstain

The motion carries.

## **11. Old or Unfinished Business**

**a. Discuss and Approve Postpone Indefinitely 2020-2021 Strategic Plan**

## **Motion to approve postponing indefinitely 2020-2021 Strategic Plan.**

Moved by: Annie Cardenas                      Second: Jeana Albers

Discussion:

There have been many board meetings and prefer to have a retreat day to focus on the strategic plan.

Vote: 9-yes 0-no 0-abstain

The motion carries.

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## b. Discuss and Approve Contract Templates

### **Motion to approve last year's contract language for 2021-2022 school year.**

Moved by: Annie Cardenas

Second: Maggie Burggraf

Discussion:

Mr. Gawarecki recapped that the contract was presented to the board last meeting. It was broken down by groups. Most wanted to stay with the same contract as last year.

Vote: 9-yes 0-no 0-abstain

The motion carries.

## 12. Items for Discussion and Decision

### a. Approve BOD Election Ballot and Timeline

#### **Motion to approve BOD election ballot and timeline.**

Moved by: Adam Bartz Second: Cody Schniepp

Discussion:

Mr. Bartz provided an update. A video was shared with the board. Voting will open on 3/19 and close on 4/9. Write-ins are available. If there are no write ins, then it will remain open. The board may appoint it to fill the vacancy in the future. There are one teacher, two parents, and no community members.

Vote: 9-yes 0-no 0-abstain

The motion carries.

### b. Discuss/Approve BOD Process and Document for Director Evaluation

#### **Motion to approve BOD Process and Document for Director Evaluation.**

Moved by: Annie Cardenas

Second: Rob Krueger

Discussion:

March 23rd will be the date that the results are discussed, from there it was discussed that having the aggregated results before the meeting would be helpful. The individual documents will be sent to BOD members by 3-17, will be due by midnight on Friday 3-19; aggregated results will be shared by Sunday 3-21 at noon

Vote: 9-yes 0-no 0-abstain

The motion carries.

### c. Discuss Resolution 10.19.20/Restating Judy Seeberger to the BOD

Discussion:

Ms. Cardenas read a letter from Ms. Seeberger to the board. Board discussed the criteria and counsel recommendation. Mr. Ellingson and Mr. Gawarecki will follow up and bring back to the April board meeting

Ms. Kurkoski left the meeting at 7:45 pm.

**Motion for Mr. John Gawarecki and Mr. Dan Ellingson will inquire with MDE and/or PELSBE to determine if the Covid 19 Coordinator requires a teacher's license. and will be reviewed at the April 19, 2021 Board meeting.**



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Moved by: Annie Cardenas      Second: Dan Ellingson

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

## **d. 3.4.20 Closed Meeting Summary**

Discussion:

Ms. Cardenas read a statement:

Pursuant to section 13D.05., subdivision 3, I will now read the summary of the closed meeting conducted on 3.4.21 where Mr. Gawarecki addressed the Board regarding his mid-year evaluation and any other professional development plan performance plans.

Mr. Gawarecki shared concerns:

- Midyear survey is just one benchmark and 20% of the staff didn't respond. Not many benchmarks to use as a reference, concerned that the information is incomplete.
- Where does the 75% standard for improvement come from? Industry-wide 67% is set as a generally acceptable number. This would require improvement over 10% - this is a high benchmark.
- Concern about other factors that may skew the numbers that may not be represented in the results
- Concern about the validity of the question (visibility during the day)

## **e. BOD Student Representative Elections**

Discussion:

Mr. Ellingson read a letter from Ms. Kurkoski and provided dates of the elections.

BOD Student Representative Schedule:

April 12-16: Announcements for the BOD position and deadlines; blank candidate form will also be posted on the MSA website as well.

April 19-23: Students interested have time to draft their candidate statements

\*\*All candidate statements must be emailed to M Kurkoski by 4/23 at 7:00 pm

April 26th: All candidate statements are viewable to the MSA community (banner on website links to the statements)

April 29th: Election day in Advisory! Students will fill out a Google Form to vote for their preferred candidate. In the past, Mrs. Pundsack has shared a list of students who do not have an advisory and I have emailed them the link individually. If a student is absent, they can still access the link to the form via their Adviser's Google Classroom.

May 4: BOD members and all candidates will be notified of the results.

## **f. Review Monthly COVID Evaluation**

### **i. MDH Rating**

### **ii. ISD 833 Scenario**

### **iii. Update on Administrative Preparations**

Discussion:

Mr. Gawarecki provided information in the board packet.

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

### **a. BOD Goals BOD Goals**

#### **i. Contract Templates**

#### **ii. Expansion End of Year Goal**

#### **iii. Committee Purpose Statement**

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

- a. BOD Closed Meeting March 23, 2021 at 5:30 pm
- b. BOD Closed Meeting April 12, 2021 at 6:00 pm
- c. BOD Workshop, April 19, 2021 at 5:00 pm
- d. BOD Regular Meeting, April 19, 2021 at 6:15 pm

## 15. Motion to adjourn at 7:56 pm.

Moved by: Annie Cardenas                      Second: Adam Bartz

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

### Submitted:

Ia Xiong, Board Recorder

### Approved:

Michelle Kurkoski, Secretary