

APPROVED

Board of Directors Workshop Minutes Math & Science Academy Monday, May 17, 2021 Building A and Remotely

8430 Woodbury Crossing, Woodbury, MN 55125

Call to Order by Dan Ellingson at 5:00 pm

Members Present:

Voting:

Dan Ellingson, Chair

Cody Schniepp, Treasurer

Michelle Kurkoski, Secretary

Jeana Albers

Jennifer Bartle

Robert Krueger

Adam Bartz

Maggie Burggraaff

Annie Cardenas

Non-voting:

Tom Johnston, Interim Co-Director

Shannon Froberg, Interim Co-Director

Paula Akakpo, Student Member

Absent:

Voting:

Non-Voting:

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

Discussion:

1) Expansion (Dan Ellingson)

- Have established the need for expansion at MSA, and developed a wish list from our stakeholders. The committee has interviewed a number of different development companies, as well as confirmed the design brief and potential numbers. Previously we were looking at potentially being at about 1,200 in the next 10 years. We have been advised to focus on five years, based on the duration of bonding.
- We can afford the bonding of expansion based on our credit rating and other factors
- We could move students into a brand new school by the 2022-2023 school year.
- Q - what about the transition time if we demo and build on site?
 - Completing work in summers and non-student times
- Q - is there information about what it will look like on the inside?
 - Not yet, so far this is pro bono work with the company, will get more details when we are contracting with them
- Q - We lease C and D, what would need to happen there?
 - We have an option to buy the site as part of our lease
- Q - Does MSA pay for the whole road reconstruction?
 - We are responsible for providing access to the other building
 - Will need to work with the city to move the road
 - Will be paying for it
- Q - Is it possible for the dental office to get their own entrance?

APPROVED

- Not a possibility based on their recent inquiries

2) On-Line Learning (Maggie Burggraaff)

- Application has been worked on,
- Thought is to start with one class, then expand from there depending on how it is going
- We do not need approval from MDE to offer online classes
 - Then can get official approval and expand the offering as a charter, offer it to students throughout the state.
- Start with a gym class, overload to one teacher, asynchronous class
- Ms. Pundsack can organize the course, there will need to be some changes in Skyward if we offer this to students outside of MSA
- Q - will we get revenue for offering to those outside of MSA?
 - Yes - we keep 80% of the revenue from that one class.
 - A student can take up to 50% of their courses online, and still be considered a student in their home district
- Need formal approval from BOD to submit the application. Does not mean that we are required to pursue it, but would have the ability to do so
- Q - who are we looking for to take the PE class?
 - In the area there are some students who need a PE class for credit, but may not work in their schedule.
 - Need to have a place for the student for that hour, if they choose to stay on campus
- Q - there was interest among staff, but we are starting with one. Will the goal be to expand the following year?
 - Yes, once we are approved, we can add other classes as well
- Q - limit to the number of students in the class?
 - Yes - 40
 - Teacher would have a say in the class size
 - Need to be aware of the potential changes to our on-site student numbers

3) Summer School (Tom Johnston and Shannon Froberg)

- Looking at our data from classes, the number of students on-track to repeat a course was higher than they have been in the past.
- There was also a pattern that students who were struggling were struggling in a number of classes
- In pursuing this past, this has created work because this is a bit later than would be ideal
- Teachers are needed to agree to do so - there have been between 6-8 teachers who have agreed to do this
- Teachers will have a lot of input about how this will work
- Looking at supporting students in classes that they would need to repeat, might register a student who is passing by the end of the school year.
- This is a heavier middle school on-site presence
- High school has an option for credit recovery
- Ms. Pundsack has been working with MDE a lot, including investigating and funding significant funding for the program
- Q - who will provide the curriculum?
 - There is funding available for teachers to get paid for preparation time, the goal will be to collaborative
- Q - what are the benchmarks for this? What would be the percentage?
 - There is an element of teacher decision to determine whether the individual has most of the skills or has significantly missed a lot of the benchmarks that cannot be made up in a shortened summer school program
 - High school can do NSO for credit recovery
- Q - is this approval for just this year?
 - Yes, though there may be discussions about recovery options in the future, but that would be discussion for a later date
- Q - when would it start and how long is the day?

APPROVED

- Start June 14, stay here from 9-12. The total number of weeks may vary depending on the work that needs to be completed
- The duration would be 6 weeks
- Q - how many students are we talking about and are 6-8 teachers enough?
 - Roughly 70, there is some confidence that the number will decrease as we get closer to the end of school year
- Q - what if there isn't the interest from families to support this?
 - Then the final grade
- Q - what about the final grade on the transcript?
 - The grade would be an incomplete initially, then the student would have a final grade after the summer offering
 - We do have to report to MDE students who are taking summer classes

4) In-Person meeting updates (Michelle Kurkoski)

- On-site meetings need to be open to the public, our plan needs to consider the safety needs so that all who want to attend are able to do so.
- Our next meeting will need to be fully on site, we will need to adjust a bit to ensure we can still stream meetings, but open to the public. Will need a microphone for open forum if the webcam doing the recording isn't able to pick up their voices
- Q - committee meetings as well? Yes
- Q - can the BOD allow the committees to meet virtually and stream?
 - MACS says they do need to be in person as well

Workshop was adjourned at: 5:49 pm

Submitted and Approved:

Michelle Kurkoski, Secretary

APPROVED

Board of Directors Meeting Minutes Math & Science Academy Monday, May 17, 2021 Building A and Remotely

8430 Woodbury Crossing, Woodbury, MN 55125

1. Call to Order by Dan Ellingson at 6:15 pm

Vision and Mission read by Paula Akakpo.

2. Roll Call of Members

Present:

Voting:

Dan Ellingson, Chair

Cody Schniepp, Treasurer

Michelle Kurkoski, Secretary

Jeana Albers

Jennifer Bartle

Robert Krueger

Adam Bartz

Maggie Burggraaff

Annie Cardenas

Non-voting:

Tom Johnston, Interim Co-Director

Shannon Froberg, Interim Co-Director

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: Adam Bartz

Second: Jeana Albers

Discussion:

Add to the Consent Agenda:

- Calendar change

Remove from Consent Agenda:

- 10a Approval of staff contracts per budget 2022-23

Remove from Items for Discussion and Decision:

- 12 J. Discussion on more "open" Open Forum

Motion to approve the changes.

Moved by: Adam Bartz

Second: Robert Krueger

APPROVED

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

4. Open Forum

Letter read by Mr. Dan Ellingson:

- a. Students at MSA - demand systematic action, concerned about allegations, want transparency & open communication

5. Approval of Minutes.

- a. **Motion to approve the BOD Special Meeting, April 15, 2021.**

Moved by: Robert Krueger Second: Maggie Burggraff

Discussion:

Board discussed putting approval of minutes on the consent agenda. Policy requires it to be separate but the policy can be changed.

Amend motion to approve all minutes: BOD Special Meeting, April 15, 2021, April 19, 2021 Workshop and Meeting Minutes, and BOD Special Meeting, April 27, 2021.

Moved by: Robert Krueger Second: Maggie Burggraff

Discussion:

None

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

6. Chair's Report

Mr. Ellingson provided an update. The next board meeting will be in person. Open forum will also be in person.

Mr. Ellingson shared a draft layout of the expansion on the current MSA site. If approved, it would be done by the school year 2022-23. There would be green space.

7. Co-Director's Report

Mr. Tom Johnston - They have taken over duties. Interviews are starting with internal candidates this week and external candidates will be next week. They are also working through budgets and contracts. Also, working with the contracted facilities manager on what summer is going to bring. There are 8 open positions and more than 15 applicants.

Ms. Shannon Froberg - Covid testing for students has started. The tests are brought back on Tuesday. Masks will be required until June 7. Track does not require masks per MN high school league. Others are keeping it on until the end of the school year.

COVID-19

We continued with staff paperwork completion as well as enforcement of MSA's Spring Learning Plan on campus for all people. We began student COVID testing as well as continued staff COVID testing. MSA continues to meet requirements per it's guidelines to stay open for partial in-person learning.

APPROVED

Facilities Management

We have worked with MSA's maintenance contractor to continue with work orders and necessary maintenance around campus. Planning has begun for end of the year and summer maintenance and repairs.

Finance

Attended finance meeting on May 5. We have taken responsibility for signing purchase orders, timecards, and any other financial document that requires an official's signature. We have worked to verify that contract salaries are correct with the BOD approved pay scales.

Human Resources

MSA currently has eight (8) open positions posted. We have received 15 applications for these open positions. Positions will continue to be posted as needed.

Contracts will be given to staff per BOD approval following the May 17 BOD meeting. Staff will be retained per BOD recommendations.

Summer School Planning and Preparation

Plans are underway to invite students on campus after June 4th if they need to repeat a course. Middle school students, if eligible, will work to show mastery/understanding of standards or benchmarks in order to move on in a class. High school students will work with Northern Star Online (NSO) for credit recovery. There are approximately 70 students who may qualify for summer school.

The plan is for summer school to last up to six weeks, approximately 12 hours per week. Pay for staff will be \$30 per hour with an additional two hours of paid prep per week. We currently have seven licensed staff and one office manager that are interested in supporting students for summer school.

The availability of transportation by District 833 is being explored. It is our hope that we can provide transportation to those who need it. Cost to be determined.

Budget considerations are on the next page. Funds will come from summer school funds available to MSA via reimbursement from MDE. Administration will work collaboratively with teachers to create a summer school program. Summer school will be onsite and cannot be virtual. Administration will complete a COVID safety plan specifically for summer school.

8. Student Representative Communication and Update

No update.

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

Board Committees:

Academics (Ms. Kurkoski): Report submitted. There has been no use of the tutors. Students struggle with the tutoring not being face to face. This service expires in October.

Annual Fund (Mr. Bartz): Report submitted.

Communications (Ms. Burggraaff): Report submitted.

Personnel (Ms. Cardenas): Report submitted.

School Expansion Possibilities (Mr. Ellingson): Report submitted.

Policy (Ms. Kurkoski): No report submitted. There will be some standard policies to be updated in June which will be on the consent agenda

Director Search (Ms. Albers): Report submitted.

Finance (Mr. Schniepp): Report submitted. Finance did not discuss using PTO for Covid purposes.

Motion to approve the April 2021 Financial Statement.

APPROVED

Moved by: Adam Bartz Second: Cody Schniepp

Discussion:

Mr. Schniepp provided an update. He's met with SAM to go over the budget. There is a surplus of \$37,000. There are a few items that can't be budgeted for because the final dollar amount is unknown.

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

10. Consent Agenda

A. Calendar change - Added April 25 as teacher work day

Motion to approve consent agenda.

Moved by: Dan Ellingson Second: Annie Cardenas

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

11. Old or Unfinished Business

- a. **Approve Staff Handbook**
 - i. **Approve EA & Sub Rates**
 - ii. **Approval of Hourly Rates**

Discussion:

The EA rates were changed and approved already. Sub Rates and hourly rates need to be approved. These are not in the handbook. There are no recommendations. The hand book approval is needed to give to staff.

Board discussed the need to approve these in time.

Motion for interim co-Directors to come back with recommendations on EA review, Sub Rates, and Hourly Rates at the June Board meeting.

Moved by: Dan Ellingson Second: Cody Schniepp

Discussion:

None

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

12. Items for Discussion and Decision

- a. **Approval of Teacher/Staff Contracts**

Discussion:

The last board meetings determined which contract would be offered. Others will be offered the contract except the EA to sign.

Motion to approve Teacher/Staff Contracts except for the staffs discussed in the last board meeting.

Moved by: Dan Ellingson Second: Robert Krueger

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

- b. **Approval of Group Health Choice**

APPROVED

Discussion:

Mr. Johnston provided an update. Kraus Anderson oversees the benefits and recommends keeping the same package with Blue Cross and Blue Shield. It is a 5.1% increase (\$22,000).

Medica was 1.6% over. There is a nominal increase in the principle.

Motion to approve group health and dental coverage as recommended by Kraus Anderson.

Moved by: Cody Schniepp Second: Robert Krueger

Vote: 9-yes 0-no 0-abstain

The motion carries.

c. Approval of Dental Coverage

Discussion:

See approval above.

d. Discussion on summer school

Discussion:

Mr. Johnston provided background. They will offer summer school for students at risk of having to repeat a class. It will be 6 weeks starting 6/14, Mon - Thur. There will be no school on 7/5. The pay will be \$30/hr for the teacher.

Students selected will be sent a letter which will state that the child may be eligible for summer school at the discretion of the teacher. The eligibility may change on 6/4. But sending the letter early will help determine the interest from students.

Motion to approve summer school planning and offer.

Moved by: Dan Ellingson Second: Annie Cardenas

Vote: 9-yes 0-no 0-abstain

The motion carries.

e. Discussion of 2021-22 Learning Model Plans

Discussion:

Summer school will be in person. Covid 19 group continues to work on school guidelines for the summer and fall. The plan is to be full in person unless otherwise told differently.

f. Approve audit firm

Discussion:

Mr. Schniepp provided background. MSA has used BergenKDV and their cost is in the budget. Their rate is \$7,000 to \$8,000/month. Mr. Schniepp has been happy with their performance.

Motion to approve BergenKDV as MSA's audit firm and accounting service.

Moved by: Cody Schniepp Second: Maggie Burggraaff

Vote: 9-yes 0-no 0-abstain

The motion carries.

g. Approval of MDE representative (IOWA)

APPROVED

Discussion:

Mr. Ellingson explained that MSA will need to nominate an Individuals with Authority (IOwA) as the MDE representative. There can only be one person. Mr. Ellingson recommends Mr. Johnston.

Motion to approve MDE representative IOwA as Mr. Tom Johnston.

Moved by: Dan Ellingson Second: Adam Bartz

Vote: 9-yes 0-no 0-abstain

The motion carries.

h. Approval of SAM representative from MSA

Discussion:

Mr. Ellingson explained that MSA will also need to update the SAM representative. Mr. Ellingson recommends Mr. Ellingson as the main contact from the board and staff representatives would be Mr. Johnston and Ms. Froberg.

Motion to approve SAM representatives as Mr. Ellingson, Mr. Johnston, and Ms. Froberg.

Moved by: Dan Ellingson Second: Cody Schniepp

Vote: 9-yes 0-no 0-abstain

The motion carries.

i. Interim Director Update

i. Job Description

ii. Interview Plans

Discussion:

Mr. Ellingson recognized Ms. Lisa Anderson. Ms. Anderson is representing the search committee. The committee is seeking direction from the Board on the job description for the interim Director and how to conduct the interview.

The former job description is different then the one next year. The current one is more task oriented and the next one is more value based.

The survey from the community resulted in support for returning back to school in the fall and implementing positive school culture.

Tentative date - June 10, but June 17 as an alternate date if something goes awry

Location - Ms. Howe's room, overflow possible in Mr. Greseth's room (depending on approval)

Q: Rotate in a sense - interview, then times to meet with a student group, then times to meet with staff?
How to get that data to the BOD right away to help make the decision?

Motion to approve interim director to follow the 2020-2021 job description.

Moved by: Cody Schniepp Second: Dan Ellingson

Discussion:

APPROVED

The search committee meeting is tomorrow.

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

Discussion:
Board discussed and determined interview dates, format, and structure.

J. Removed

k. OLL Application for approval from MDE

Motion to approve the submission of OLL application to MDE.

Moved by: Maggie Burggraaff Second: Adam Bartz

Discussion:
None

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

I. June BOD meeting format

Discussion:
Mr. Ellingson explained that today will be the last remote meeting. The June meeting will be in person. They are still working through the logistics with continuing to stream and having a quorum on site.

m. Current BOD officer elections

Discussion:
Mr. Bartz explained that there was one nominee for each position: Chair and Vice Chair. The board voted and the results are Dan Ellingson as Chair and Jeana Albers as Vice Chair. These are effective until the next board officer election.

n. 2021-22 BOD officer elections

Discussion:
Mr. Bartz will be the designated person to collect nominations. Then hand it off to somebody on the board since he will be coming off the board. The Board discussed the issue of new board members voting immediately after getting on the board. The board packet will have information on the nominees.

o. Compensation increase for Admins Staff

Discussion:
Mr. Schniepp provided the background. It is in the Board packet in the Finance committee minutes.

Motion to increase the compensation for administrative staff based on Board's decision 4/27/21 to put the Executive Director on paid leave and to shift his responsibilities to the assistant directors and make them Co-Directors, to increase the interim Co-Director's compensation by \$6,400 each to cover the extra duties and work required by that decision to be paid as one lump sum on June 4, 2021.

Moved by: Cody Schniepp Second: Adam Bartz

Discussion:

APPROVED

This was determined by the director's salary divided by half. Board discussed the purpose of payment on June 6.

Motion to amend the lump sum payment to be paid on 6/30/21.

Moved by: Cody Schniepp

Motion to amend the payment to be \$1,066/wk to be paid biweekly with appropriate back pay from April 27 until an interim director is hired.

Moved by: Cody Schniepp Second: Adam Bartz

Vote: 8-yes Jennifer Bartle-no 0-abstain

The motion carries.

Motion to authorize interim co-directors to give up to 5 hrs overtime to other staff until 6/30 as authorized and approved by interim co-directors.

Motion:

Moved by: Cody Schniepp Second: Adam Bartz

Discussion:

Board discussed the logistics of approving overtime and equity of compensation for staff and teachers. Approval of overtime is an administrative responsibility which the co-directors already have.

Mr. Schniepp motions to withdraw.

p. Review Monthly COVID Evaluation

i. MSA COVID-19 Rating

ii. On Campus Procedures Update

Discussion:

As previously discussed, there will be a new covid plan for the summer. The current covid plan is in effect until June 6.

13. Future BOD Meeting and Workshop Agenda Items

a. BOD Goals

i. Contract Templates

ii. Expansion End of Year Goal

iii. Committee Purpose Statement

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

- a. BOD Workshop, June 21, 2021 at 5:00 pm
- b. BOD Regular Meeting, June 21, 2021 at 6:15 pm

15. Motion to adjourn at 9:09 pm.

Moved by: Annie Cardenas Second: Jeana Albers

Vote: 9-yes 0-no 0-abstain

The motion carries.

Submitted:

Ia Xiong, Board Recorder

APPROVED

Approved:

Michelle Kurkoski, Secretary