

# APPROVED

**Board of Directors  
Workshop Minutes  
Math & Science Academy  
Monday, June 21, 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  
Jeana Albers, Vice Chair  
Cody Schniepp, Treasurer  
Michelle Kurkoski, Secretary  
Jennifer Bartle  
Robert Krueger  
Adam Bartz  
Maggie Burggraaff  
Annie Cardenas

Non-voting:

Paula Akakpo, Student Member

**Absent:**

Voting:

Non-Voting:

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

**Discussion:**

**1. Expansion Discussion**

- a. Options include staying at the current location or moving to a new location.
- b. Question - would a multi-purpose sports center fit in-site? What would that look like?
  - i. This on-site option allows for a field, a small section of covered parking, and to have expanded classrooms
  - ii. As we expand, this could lose the small-school feel, others are looking for a larger school experience
  - iii. If BOD agrees, we can make a decision to move forward in July
  - iv. Move-in projected for 2023-2024
  - v. Financially, we can work with the skeletal numbers that exist in the plan. Q - would this need to involve taking in more students? This plan is for more of a ten year plan, but this is more of a five year plan based on bonding and our financial needs. We will need to add more students with this expansion. There are five years to ramp up to full enrollment, with gradual increase over the five years. The middle school is already fairly packed, so where and how these increases would move forward is important to consider.
  - vi. This would involve constructing while we occupy, having an increase in construction during summer months.
  - vii. Access drive is indicated - is this actually allowed? This has not currently been approved. There is a question as to whether the city will allow that drive to happen.
  - viii. Students agree that it is cramped, would like it to be bigger if possible.
  - ix. Need to be at capacity within 5 years of bond (April 2022)
  - x. Costs also increase annually, so that could be an issue with waiting.

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- xi. Suggestion of a one year daily - changing closing to April 2023, 24-25 move-in date
- xii. Online learning is also a potential option that may shift what space we need and how we use space
- c. Question - here or non-site?
  - i. First idea was to not move unless we have to
  - ii. A larger site would allow us to have additional options
  - iii. Other site would be balancing enrollment from our current population
  - iv. Need more information about potential sites in order to make a decision about whether to move or stay.
  - v. Selling the current property may be a bigger issue than finding a new site.
  - vi. Previous recommendation was that we would be better served staying at our current location
- d. Development partner choice
  - i. Interviewed four different companies
  - ii. Currently working with JB Vang pro-bono
  - iii. Interactions have been good at committee meetings
  - iv. Will there be an extra charge due to the delay?

## 2. Masks Discussion

- a. Possible make a motion to have masks be optional due to low Covid numbers and other businesses are not requiring it
- b. Covid team made the decision on masks because summer school and Y Care have non-vaccinated groups of students
- c. Masks policy would also need to be addressed
- d. What about BOD meetings specifically?
- e. Covid team will meet to review the Summer Plan

## 3. Personnel Committee

- a. Reinstate Personnel committee Beginning in July
  - i. Propose statement does not match what the committee is doing, recommendation to change the purpose
  - ii. Change it to
    - 1. Identify (permanent) executive director description
    - 2. Facilitate organizational assessment as needed by interim director
    - 3. Provide a mechanism for feedback for the interim this year and next year
  - iii. The upcoming year has unique needs, changing this will allow the committee to address those

## 4. Teacher Representative Elections

- a. Teacher elected is no longer eligible because they will not be returning next year
- b. There are a couple of options - run a special election or appoint a candidate
- c. There is a precedent set that a community member write-in was able to be contacted because we went with highest number of votes in descending order
- d. The write-ins were tied in number of votes
- e. This scenario is not fully addressed in the bylaws and policies because they have not formally been seated.
- f. One vote would not be enough for election - that wouldn't be representative of using the write-ins that have been done in the past
- g. Appoint or election?
  - i. Policy does state that it applies to seated members
  - ii. Election could allow individuals to make a choice
  - iii. What about an interim member to serve until seating in September?
  - iv. Open up to all teachers that the interim seat will be open, serve until September, then the new teacher member will be seated
  - v. July meeting seat interim
  - vi. BOD will appoint from those interested in serving
  - vii. What about consulting legal?
  - viii. Email MACS about the Mask Emergency policy and whether we can have an interim BOD member
  - ix. Elections committee will begin the process for a special election

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## 5. Solar Contract

- a. Takes at least 8 years to pay back
- b. One company gave an example of a solar farm contract (25 year contract), but contract moves with us, this is through Xcel
- c. Would save between \$5,000 - \$6,000 per year
- d. Q - signing a 25 year contract, clauses to get out are very difficult. If we move we have to find a person to take over the contract. There are also some appendices that are missing, need additional information. Would need to have an attorney look at this. Savings are possible, not guaranteed.
- e. Concern that the commitment is not balanced by the savings?
- f. Expansion - could we work solar panels into the new build? Then we would control more of it and would own the panels.
- g. Could be an item that is budgeted ahead of time, to be completed after initial construction.

**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, June 21, 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  
Jeana Albers, Vice Chair  
Cody Schniepp, Treasurer  
Michelle Kurkoski, Secretary  
Jennifer Bartle  
Robert Krueger  
Adam Bartz  
Maggie Burggraaff  
Annie Cardenas

Non-voting:

Paula Akakpo, Student Member  
Tom Johnston, Interim Co-Director  
Shannon Froberg, Interim Co-Director

**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: Jeana Albers Second: Adam Bartz

Discussion:

Add to the Consent Agenda:

- 10d Change Iowa representative to Cecelia Dodge as of June 28.
- Pass/Fail should be listed under Academics Committee
- Mr. Ellingson noted that the Covid Team will be reviewing mask requirements.

Vote: 9-yes      0-no      0-abstain

The motion carries.

**4. Open Forum**

- a. Mary Yapp is a parent of an incoming 8th grader and alumni. She asked the Board to amend the agenda to add an update on the third party investigation, plans for the fall, approve the handbook now, concern about moving on expansion so quickly or consider expansion to elementary level, and improve availability of transportation for athletes.

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## 5. Approval of Minutes.

### a. Motion to approve the BOD Meeting, May 17, 2021 and BOD Special Meeting, June 10, 2021.

Moved by: Jeana Albers                      Second: Cody Schniepp

Discussion:  
Correct the BOD Workshop - Called to order by Dan Ellingson.

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

## 6. Chair's Report

Mr. Ellingson gave a recap of the Staff and Student Withdrawal Survey Results. There were five staff responses out of nine requested. The survey was to gather feedback on why they are leaving. The staff loved the teamwork, great students, and appreciated the diverse students. Comments on things to change was the need for a more diverse group of parent representatives and more diverse teachers and administration. There was frustration on how some things are handled such as when the BOD is sought out when the item should be handled by administration, treating all students fairly, and Covid wore them out. There were not many student's who were leaving, but those who responded to the survey mainly focused on wanting to go to a bigger school and have more social interactions or activities.

## 7. Co-Director's Report

Mr. Johnston noted that it has been difficult to fill the special education position. He recommends offering a signing bonus to the unfilled positions. Summer school is going well and he recommends continuing summer school in future years. The student/parent handbook will be done by Mrs. Cecelia Dodge.

### COVID-19

We have concluded our Spring COVID plan and have now moved into the summer COVID plan. The plan requires masks while in an MSA building, but does not require contact tracing, one way hallways, or many other requirements that were in place during the school year.  
Facilities Management

We have worked with MSA's maintenance contractor to continue with work orders and necessary maintenance around campus. Planning has begun for the end of the year and summer maintenance and repairs. Work will commence soon to change two bathrooms on campus, one in building A and one in building B, into single stall bathrooms open to anyone in the MSA community, regardless of gender.

### Finance

Attended finance meeting on June 14th. 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. We facilitated the correction of the EA payscale.

We have collected department budgetary requests for the 2021-2022 school year. This information will be shared with the interim director who will make the final determination.

### Human Resources

Contracts have been given to staff and returned by all staff planning on returning for the 2021/2022 school year.

Those not returning:

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1 Director - non-voluntary  
2 Assistant Director - Voluntary  
1 SPED Coordinator/Teacher - Voluntary  
1 Student Support Coordinator/ Teacher - Voluntary  
3 SPED Teachers - 2 non-voluntary, 1 voluntary  
1 Middle School Counselor - Voluntary  
1 Math Teacher/ Department Chair - Voluntary  
1 Math Teacher - non-voluntary  
1 Science Teacher/ Department Chair - Retirement  
1 Health/Phy Ed Teacher - non-voluntary  
1 Spanish Teacher - Retirement  
1 English Teacher - Voluntary  
2 Volleyball Coaches - Voluntary  
1 School Psychologist - Voluntary (Notified us 6/15/21)  
1 School Nurse - Voluntary

## Hired

Science teacher - Mandy Froberg  
Two Math teachers - John Serene and Sarah Harms  
Spanish teacher - Tresa Reuter  
English teacher - Karina Lozano  
Contracted School Nurse - Carly Smitkowski

All open positions, save for a contracted school psychologist, are currently posted. Interviews for the middle school counselor were held on Thursday, June 17th.

At the direction of the BOD, we wrote and communicated two growth plans for employees.

Collaboration with the BOD chair to create a staff exit survey.

Special Education positions continue to be difficult to fill. The BOD may want to consider a stipend or signing bonus to help attract candidates.

## Summer School Planning and Preparation

Summer school has begun. We have 5 teachers, 1 EA and 1 office manager working summer school. We have a total of 22 students enrolled.

One parent stopped by to thank us and said without this credit recovery opportunity, they would have needed to withdraw their student from MSA.

It is our opinion that MSA needs to continue planning for a robust summer school option for students in the future. There is funding available for transportation, mental health support, field trips, online courses for high school students, and staffing. These funds have been applied for using FIN 150 and FIN 164.

## Authorizer

At the request of MSA's authorizer, we worked to suggest re-worded goals for growth. MDE no longer includes growth markers in MCA scores so the growth goals needed to be re-written.

## Graduation

Assured that all seniors met the graduation requirements of MSA. Also supported the planning and execution of graduation. Conferred diplomas at graduation.

## Celebrations

Presented retiring teachers with gifts to thank them for their years of service at MSA. Patricia Guerra and Cheri Howe.

Provided lunch to all staff on Monday June 7th.

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## 8. Student Representative Communication and Update

Paula will contact the new student representative.

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

### Board Committees:

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

Communications (Ms. Burggraaff): No report submitted.

- Proposed name change to "Communication Advisory Committee"  
BOD did not have to vote to change the name.

Academics (Ms. Kurkoski): Report submitted.

- Pass/Fail change from Modified Transcripts  
Other schools use a pass/fail for special circumstances such as medical reasons. The decision to use Pass/Fail is a team decision. BOD vote was not needed. The change will go into the handbook. In general, the board was in favor of this.

Personnel (Ms. Cardenas): No report submitted.

Policy (Ms. Kurkoski): No report submitted.

Director Search (Ms. Albers): Report submitted.

Specific updates deferred to Section 12:

- School Expansion Possibilities (Mr. Ellingson)

Finance (Mr. Schniepp): Report submitted.

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

Moved by: Cody Schniepp      Second: Annie Cardenas

Discussion:

None

Vote: 9-yes 0-no 0-abstain

The motion carries.

## 10. Consent Agenda

A. Policy 410

B. Policy 419

C. Approve new staff hires.

D. Change Iowa representative to Cecelia Dodge as of June 28.

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

Moved by: Annie Cardenas      Second: Jeana Albers

Vote: 9-yes 0-no 0-abstain

The motion carries.

## 11. Old or Unfinished Business

### a. Approve EA Pay Rates

Discussion:

Mr. Johnston explained that there was an error in adding to the pay scale. Fifty cents was added in subsequent increments. The intent was to add 50 cents to each current pay scale.

### **Motion to approve the corrected pay scale.**

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Moved by: Robert Krueger

Second: Cody Schniepp

Vote: 9-yes 0-no 0-abstain

The motion carries.

## 12. Items for Discussion and Decision

### A. BOD Administration (30 min)

#### a. Plan for filling vacant teacher BOD position - Adam

Discussion:

Mr. Bartz explained that the seated board is not returning as a teacher next year and therefore is not eligible to serve. The BOD will elect an interim and an election will be conducted.

**Motion to reopen the Board nominations page so that the Board can appoint an interim teacher representative to serve until the elections committee can facilitate an election for the remainder of the seat's term.**

Moved by: Adam Bartz

Second: Robert Krueger

Vote: 9-yes 0-no 0-abstain

The motion carries.

#### b. Approve seating of new members – oath of office - Dan

Discussion:

Mr. Ellingson read the oath to Jeff Eng-Community Member and Erik Fair-Parent Member

Mr. Bartz, Mr. Krueger, and Ms. Albers left the meeting at 7:10 pm.

#### c. Elect Chair, Vice-Chair, Treasurer, Secretary - Adam

Discussion:

Chair - Dan Ellingson was nominated.

Vote: 8-yes 0-no 0-abstain

Vice-Chair - There were no nominations. The vice-chair will need to be a teacher since the chair is a parent. Maggie Burggraff volunteered to self nominate.

Vote: 8-yes 0-no 0-abstain

Treasurer - Cody Schniepp was nominated.

Vote: 8-yes 0-no 0-abstain

Secretary - There were no nominations. Jennifer Bartle volunteered to self nominate.

Vote: 8-yes 0-no 0-abstain

#### d. Review, confirm, and appoint BOD Committee Representatives - 2021-22 BOD Chair

Discussion:

The Board volunteered to be on the committees as follows:

Academics - Michelle Kurkoski and Maggie Burggraff

Annual Fund - Cody Schniepp and Cecelia Dodge

Board recessed at 7:20 pm.

Board resumed at 7:30 pm.

Communications Advisory - Maggie Burggraff

Director Search - Jennifer Bartle

Election - Cody Schniepp and Annie Cardenas

Finance - Cody Schniepp (chair)



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School Expansion Possibilities - Dan Ellingson (chair) and Jeff Eng  
Personnel - Annie Cardenas and Jennifer Bartle

**Motion. The Personnel Committee purpose will be tasked with 3 goals: 1. To identify which Executive Director Job Description should be used and provided to the Search Committee for their August meeting, 2. To help facilitate the organizational assessment, as needed by the Interim Director, and 3. to provide a mechanism for feedback for the interim director for mid-year and end of year.**

Moved by: Annie Cardenas      Second: Dan Ellingson

Discussion:  
None

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

## **e. Approve BOD meeting dates for next year's BOD meetings-Annie**

**Motion to approve the BOD meeting dates for next year as follows:  
July 19 2021, August 16 2021, September 20, 2021, October 18 2021, November 15,  
2021, December 20 2021, January 18 2022, February 22, 2022, March 21 2022, April 18,  
2022, May 16, 2022, June 20, 2022**

Moved by: Annie Cardenas      Second: Maggie Burggraff

Discussion:  
Ms. Cardenas pointed out that the December 20, 2021 meeting is the first day of winter break and recommends moving it to December 13, 2021. The meeting on January 18, 2022 is on a teacher workshop day and recommends moving it to January 10, 2022.

**Motion to amend December 20, 2021 and January 18, 2022 to December 13, 2021 and January 10, 2022.**

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

## **B. Designations (5 min)**

### **a. Official newspaper for legal publications (BOD meeting agendas, etc) - Dan**

**Motion to continue with Pioneer Press as the official newspaper for legal publication.**

Moved by: Dan Ellingson      Second: Erik Fair

Discussion:  
None

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

### **b. Legal counsel for school - Dan**

**Motion to continue using James Martin or Ratwick, Roszac and Maloney as legal counsel.**

Discussion:  
None

Moved by: Dan Ellingson      Second: Cody Schniepp

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

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## c. Commitment letter for financial services, as needed - Cody

**Motion to approve Cecelia Dodge as the administrative representative on the audit commitment letter.**

Moved by: Cody Schniepp

Second: Erik Fair

Discussion:  
None

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

**Motion to authorize Cecilia Dodge and Cody Schniepp as signatory at Anchor Bank effective June 28.**

Moved by: Cody Schniepp

Second: Jennifer Bartle

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

## C. Appoint members to the MSA Building Company - Cody (5 min)

**Motion to appoint Cody Schniepp as Board Representative for the MSA Building Company.**

Moved by: Cody Schniepp Second: Maggie Burggraaf

Discussion:  
None

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

## D. Expansion Goal Approval - Dan (10 min)

**Motion to task the Expansion Committee to target 2024-2025 as the moving date, look at making MSA site work, look into moving, and utilize JB Vang services.**

Moved by: Dan Ellingson Second: Annie Cardenas

Discussion:  
Board discussed the purpose of the move. MSA will need more income and class room sizes are on average half the sizes of other charter schools.

**Motion to amend to task the expansion committee to target the moving date to 2024-2025, look at expanding on existing site, new site, or both, and utilizing JB Vang services.**

Moved by: Dan Ellingson Second: Annie Cardenas

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

## E. Interim Director / Assistant Director Update - Dan (5 min)

Discussion:  
Mr. Ellingson said that the announcement of Cecila Dodge starting on June 28 was sent to the MSA community.

## F. Approve 2022 budget- Cody (10 min)

Discussion:

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Mr. Schniepp explained that the operating budget will be more accurate when all staff is hired. There will be specific salaries and information. In the meantime, the operating budget will need to be approved for July 1.

There was the question of what should be paid to the Interim Co-Director when on PTO. The stipend was for extra work. This budget approval is for next year and the stipend is for this year.

**Motion to approve the 2021-2022 proposed budget with expected revisions in July for updated information for the state growth pay rates, salaries, and related expenses.**

Moved by: Cody Schniepp      Second: Annie Cardenas

Discussion:

Board discussed the revenue sources from state, federal, and lease. The breakdown is in the board packet. The surplus is \$10,500.

Vote: 8-yes 0-no 0-abstain

The motion carries.

Discussion:

Board discussed the need for a special meeting to vote on the payout for the Interim Co-Directors during PTO. No meeting will be called as the Co-Directors are not seeking additional PTO payout.

## **G. Approve carry forward of activity funds for 2022- Cody (5min)**

**Motion to move 2020-2021 fund balance to 2021-2022 school year due to Covid restrictions.**

Moved by: Cody Schniepp      Second: Dan Ellingson

Discussion:

Ms. Froberg noted that it can't be carried forward. Any balance goes into the fund balance. There is \$33,000 that would be absorbed by next year. Activities and events that didn't occur or were canceled were paid back. Coaches try to spend it down for equipment, uniform, or other items and so the balance may go down.

The money could be from fundraisers or fees.

**Motion to amend to allow carry forward of 2020-2021 fund balance to 2021-2022 school year due to Covid restrictions contingent on verification by BergenKDV.**

Moved by: Cody Schniepp      Second: Dan Ellingson

Vote: 8-yes 0-no 0-abstain

The motion carries.

## **H. Solar Contract- Cody (5 min)**

Discussion:

Mr. Schniepp is following up to clarify.

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

- a. **2020-21 BOD Goals**
  - i. **Contract Templates**
  - ii. **Expansion End of Year Goal**
  - iii. **Committee Purpose Statement**
- b. **2021-22 BOD Goals-to be determined in July**

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

- a. BOD Workshop, July 19, 2021 at 5:00 pm

## **APPROVED**

b. BOD Regular Meeting, July 19, 2021 at 6:15 pm

**15. Motion to adjourn at 9:00 pm.**

Moved by: Jeff Eng      Second: Erik Fair

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

**Submitted:**

Ia Xiong, Board Recorder

**Approved:**

Michelle Kurkoski, Secretary