

# APPROVED

**Board of Directors  
Workshop Minutes  
Math & Science Academy  
Monday, October 18, 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  
Maggie Burggraaff, Vice Chair  
Cody Schniepp, Treasurer  
Jennifer Bartle, Secretary  
Michelle Kurkoski  
Annie Cardenas  
Jeff Eng  
Erik Fair  
Sandi Overson

Non-voting:

Cecelia Dodge, Interim Director  
Sydney Weschke, Student Member

## **Absent:**

Voting:

Non-Voting:

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

## **Discussion:**

### **1. Director Search Question / Answer (Anderson) - 20 mins**

Competitive salaries are the goal in the review of the salaries. The BOD should have the salary schedule decided at the time we hire a new permanent Director. It also helps with the budget and knowing what we need to allocate for salaries. Page 117 of the packet explains the methodology in determining the salaries.

**Q:** Why only a small increase for such a large level of experience? Is this competitive in the industry?

**A:** The small range is because we're a charter school and we don't have the kind of money that large public schools have. And, yes, we will be competitive compared with other charter schools in our area.

**Q:** Where do we want to be 10 or 20 years from now?

**A:** We want to be somewhere where we can attract talent.

## **APPROVED**

**Q:** How can we come up with a better budget to pay for these salaries?

**A:** School population increases would assist.

**Q:** Teachers salaries - what if we need to do a reset for the teacher salaries?

**A:** A teacher salary reset wouldn't affect these administrative salaries....a teacher reset would just be for teachers.

**Next topic:** Redlining on the Executive Director job description are written based upon the surveys sent to Staff, Student and Parents - the Values Survey.

**Comment:** Change the word "facilitate" to "champion" and "lead".

**Q:** Page 125: Why change professional development reimbursement from \$7,000 to \$4,000?

**A:** The Hiring Committee came up with \$1,000 per quarter. The staff has professional development at \$1,000. The team feels like \$4,000 is a good amount for the Director to have per year.

**Comment:** We really want the Director to work full time in the summer.

**Comment:** Let's not use our history. It might be hard but we need to go back to what worked.

**Comment:** The number of work days should be on the job description. Administration has to take PTO over Christmas break and Spring Break.

**Comment:** We should consistently say "Executive Director".

### **2. Reminder on Board required training (Ellingson) - 5 mins**

Board members need to do their training. Cecelia will follow up with those board members that need training.

### **3. Dev. of Parent and Family Engagement Policies for Title I Programs**

**(Dodge) 15 mins**

Schools that get Title I funding need to do this policy. This policy will probably be worked on in December. Our Title I grant application is pending. If we get the money, we need the policy in place.

**Workshop was adjourned at 6:00 pm**

**Submitted and Approved:**  
Jennifer Bartle, Secretary

# APPROVED

**Board of Directors  
Meeting Minutes  
Math & Science Academy  
Monday, October 18, 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 Sydney Weschke.

**2. Roll Call of Members**

**Present:**

Voting:

Dan Ellingson, Chair

Maggie Burggraaff, Vice Chair

Cody Schniepp, Treasurer

Jennifer Bartle, Secretary

Michelle Kurkoski

Annie Cardenas

Jeff Eng

Erik Fair

Sandi Overson

Non-voting:

Cecelia Dodge, Interim Director

Sydney Weschke, Student Member

**Absent:**

Voting:

Non-voting:

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

**3. Approval of Agenda**

Conflicts of Interest: None

**Motion to approve the agenda.**

Moved by: Dan Ellingson

Second: Maggie Burggraaff

Vote: 9-yes

0-no

0-abstain

The motion carries.

**4. Open Forum**

None.

# APPROVED

## 5. Approval of Minutes.

### a. Motion to approve the BOD Workshop and Meeting, September 20, 2021.

Moved by: Maggie Burggraaf

Second: Eric Fair

No Discussion

Vote: 9-yes                      0-no    0-abstain

The motion carries.

## 6. Student Representative Communication and Update

Everyone enjoyed Homecoming in the gym - 200-300 people were present at the event.

Students were confused with the PSAT and logistics.

Note that MSA had USA day (dress code) on Indigenous People's Day and students were remarking on the bad planning.

## 7. Interim Executive Director's Report

Ms. Dodge provided the update. Ms. Dodge is excited to roll out personnel evaluation systems and Administration is meeting with teachers to do goal setting and classroom observation and teacher evaluations.

Culturally responsible ways to intervene.

There is no new facilities management staff member. Only one applicant.

### EDUCATIONAL LEADER

- Have introduced a process to intervene early when students are earning Ds and Fs. Teacher, student, and parent/s jointly planning interventions and improvements. This is linked to our policy on student eligibility for extracurricular activities, 510.1.

### CHIEF OPERATING OFFICER OF THE SCHOOL

- As directed by the Board, one full month into strategic planning with the goal of finalizing a plan by early December for Board approval December 13.
- Attended Finance, Annual Fund, Communications, Academics and PTO committee meetings in October.

### PERSONNEL MANAGEMENT

- Personnel evaluation system is in place. Assistant Directors are completing goal setting meetings and classroom observations.
- Holding twice-weekly administration meetings to coach and mentor Assistant Directors.
- Holding weekly office meetings to improve processes, communication, and coordination.

### FACILITIES MANAGEMENT (SECURITY AND SAFETY MANAGEMENT)

- Have increased the number of staff and students employed as parking lot attendance to increase safety and efficiency of student drop off and pick up.

# APPROVED

## FINANCIAL MANAGEMENT

- Prompted by the impending departure of our business manager, the Executive Director is proactively planning for the transition and digging deeper into some of our processes and exploring ways to streamline them. Examples already in process:
  - Looking into electronic timekeeping for hourly staff. Currently paper time sheets are labor intensive and prone to error.
  - Bergan is sharing what other schools do to eliminate the use of Purchase Orders while still tracking staff expenditures.

## STUDENT SERVICES

- Actively continuing implementation of PBIS
- Planning implementation of a social emotional learning curriculum in November

## ORGANIZATIONAL MANAGEMENT

- Student data excellence - All MN school districts were informed in October 2018 that they must report all student data through a new reporting system, Ed-Fi by the 22-23 school year. Ed-Fi will help in reporting expanded racial and ethnic demographic student data. MSA onboarded in January 2019 along with approximately 20% other MN districts. MSA was the first of just a few districts - and THE FIRST charter school - to get to production using Skyward. MSA is on track to become certified for this Fall's data.

## COMMUNICATION AND INTERACTION

### 8. Chair's Report

Mr. Ellingson noted that the board is doing training. It is required by the State of Minnesota and there are refresher courses.

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

#### Board Committees:

Annual Fund (AFC) (Cardenas): No report submitted.  
Communications Advisory Committee (Burggraaff): Report submitted.  
Director Search (Anderson): Report submitted.  
Elections (Schniepp): Report submitted.  
School Expansion Possibilities (Fair): No report submitted.  
Personnel (Cardenas): No report submitted.  
Policy (Kurkoski): No report submitted.

Academics (Kurkoski): Report submitted.

Finance (Schniepp): Report submitted. There are still missing chrome books and they are working on it.

#### **Motion to approve Financial Report.**

Moved by: Cody Schniepp    Second: Annie Cardenas

Discussion:

The deficit is \$129,000 which includes items that were approved in August. Salaries are still being verified. There will be an update next month.

# APPROVED

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

## 10. Consent Agenda

- A. Approve 2020-2021 Annual Report to Authorizer
- B. Authorize Advisory Committee for World's Best Workforce

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

Moved by: Maggie Burggraaf                      Second: Cody Schniepp

Discussion:

Ms. Dodge noted that the committee includes 5 student and 5 parent members and internal staff.

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

## 11. Old or Unfinished Business

- a. **Annual review Policy 506 and 616 - no changes**

Discussion:

None

- b. **Approve revised goal #6 from the goals in our current authorizer contract**

Discussion:

Ms. Dodge provided a revision of goal #6. These are goals with the Authorizer. "The School will actively recruit and hire staff persons that reflect the school's racial demographics and hire licensed staff to make incremental progress towards matching the demographics of our school's student body, as publicly reported to MDE by July 1, 2022."

### **Motion to approve the revised goal #6.**

Moved by: Dan Ellingson                      Second: Jeff Eng

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

## 12. Items for Discussion and Decision

- A. **BOD elections**

Discussion:

The elections closed last Monday with 77 votes. Ms. Sandi Oveson was the winner.

### **Motion to accept result and seat Sandi Oveson as permanent teacher representative until the end of the term.**

Moved by: Cody Schniepp                      Second: Erik Fair

## APPROVED

Discussion:

The term starts in June 2021 and will continue until June 2024.

The BOD needs to revisit the election and voting process in the Spring.

Vote: 8-yes 0-no Sandi Overson-abstain

The motion carries.

### B. Permanent Director approval

#### a. Salary Schedule for Administration

**Motion to approve the salary schedule for Administration.**

Moved by: Cody Schniepp Second: Annie Cardenas

Vote: 9-yes 0-no 0-abstain

The motion carries.

#### b. Executive Director's Job Advertisement

**Motion to approve the Executive Director's job advertisement.**

Moved by: Dan Ellingson Second: Erik Fair

Vote: 9-yes 0-no 0-abstain

The motion carries.

#### c. Executive Director's Job Description

**Motion to approve Executive Director's job description.**

Moved by: Maggie Burggraff Second: Cody Schniepp

Vote: 9-yes 0-no 0-abstain

The motion carries.

#### d. Executive Director's Contract

**Motion to table Executive Director's contract for November BOD meeting.**

Moved by: Maggie Burggraff Second: Sandi Overson

Discussion: Need to clarify the number of work days compared with other staff and administrative staff. The Hiring committee will come back in November.

Vote: 9-yes 0-no 0-abstain

The motion carries.

### C. Updated enrollment numbers

Discussion:

Ms. Dodge explained that October 1 enrollment sets up the data. There are a total of 552 actual students enrolled which includes PSEO. This is different from the ADM (Average Daily Membership) which doesn't include PSEO. In the past couple of years, white kids

## **APPROVED**

are the minority and kids of color are the majority.

Board discussed the issue of increase in the number of students and spaces are limited.

### **D. Strategic Plan Update**

Discussion:

Mr. Ellingson wanted to thank the administration for their work.

The strategic plan is required to be updated every 3 years. This year a consultant was hired. There are staff and student focus groups being conducted. There's been fantastic feedback on staff. Some highlights are: having small classes, to look at mission and vision, and having more science classes and clubs.

There will be a rough draft to the Board in November.

### **E. Interim Director Mid-Year Evaluation**

Discussion:

Mr. Ellingson noted that they will meet on October 28. The survey will be drafted and brought to the Board in November. The survey will be sent out the first week of December.

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

- a. Strategic Plan Review (3-4Q 2021)
- b. Give to the Max Day Nov 18, 2021
- c. Approval of staff contract format (1Q 2022)
- d. Diversity, Equity and Inclusion (Priority for 2021-22 year)
- e. Building/grounds report - November BOD

## **14. Meeting Plus/Minus**

Discussion:

Board discussed the plus and minus of the board meeting. There were technology problems. It was nice to get out of MSA but it was annoying to have to drive somewhere. If the meeting was at school, it provides the right mindset and good to see kids and the school setting. Some board members preferred to be at MSA. Possibility would be to go back to the Great Hall.

Do best work when honest with each other. There was no violation of code of conduct. Achievements were celebrated and acknowledged, but more achievements should be celebrated at each BOD meeting.

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

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



## **APPROVED**

### **16. Motion to adjourn at 7:32 pm.**

Moved by: Dan ellingson

Second: Jennifer Bartle

Vote: 9-yes 0-no 0-abstain

The motion carries.

#### **Submitted:**

Ia Xiong, Board Recorder

#### **Approved:**

Jennifer Bartle, Secretary