

# DRAFT - NOT YET APPROVED

**Board of Directors  
Workshop Minutes  
Math & Science Academy  
Monday, December 13, 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  
Michelle Kurkoski  
Annie Cardenas  
Jeff Eng  
Erik Fair  
Sandi Overson

Non-voting:

Cecelia Dodge, Interim Director  
Sydney Weschke, Student Member

**Absent:**

Voting:

Jennifer Bartle, Secretary

Non-Voting:

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

**Discussion:**

**1. Strategic Plan Review**

- a. Ms. Dodge shared a PowerPoint of data (link?)
- b. BOD level three sort of “buckets” that are larger goals/ideas that the BOD will focus on. From there the Admin team will develop measurable goals and bring them back to BOD:
  - i. How do you support the school
  - ii. How do you support the students
  - iii. How do you support the facilities
- c. The data indicates that there is a long list, may it be that these three buckets aren't adequate? Are there too many smaller goals - will the Admin team be overwhelmed?
- d. What is the connection between the data and what we need to do? What does the data show us that are items that we need to address?
- e. What about the larger ideas that we need to address? We haven't had any discussion of 833 or other schools, no discussion of what we can innovate/makes

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us unique/too operational. How do we make ourselves more unique and innovative? How do we make these more action-focused?

- f. Are we looking at educational trends and future thinking?
- g. Is this not addressing things that need to be more immediately resolved? There are important things like climate and a student petition that we need to address and focus on right now.
- h. What other data from outside MSA are we looking at?
- i. Prioritization of the goals/ideas is important - is this a role of the BOD? Need to make sure to keep an open dialogue with Admin so that BOD can offer support but not over-manage.
- j. We would like to have some information with regard to the numbers of this data - how many respondents? Is it representative of all grades?
- k. Some issues that stem from not always knowing the historical basis for the strategy and operations.
- l. We have to be careful about trying to solve all issues at the BOD level more immediately. The discussion should still focus on the larger “buckets” of the BOD, and Admin team to develop goals from there.
- m. The Admin team would like to have more regular “town hall” events for students to interact, ask questions, and share ideas with Admin and BOD members.
- n. Seeking approval of top row of the strategic priorities (Admin)
- o. BOD members should share with other BOD members if they find good examples for strategic plan, future innovations, etc.

### **2. BOD Finance training moved to February**

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

**Submitted and Approved:**

Michelle Kurkoski (filling in for absent secretary)

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Meeting Minutes  
Math & Science Academy  
Monday, December 13, 2021  
Building A and Remotely  
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**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  
Michelle Kurkoski  
Annie Cardenas  
Jeff Eng  
Erik Fair  
Sandi Overson

Non-voting:

Cecelia Dodge, Interim Director  
Sydney Weschke, Student Member

**Absent:**

Voting:

Jennifer Bartle, Secretary

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: Annie Cardenas      Second: Maggie Burggraaff

Vote: 8-yes                      0-no    0-abstain

The motion carries.

**4. MSA Monthly Celebration - MSA Thespians**

Congratulations to the MSA Thespians for winning a number of Spotlight Awards!

**5. Open Forum**

None

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### **6. Approval of Minutes.**

#### **a. Motion to approve the BOD Workshop and Meeting, November 22, 2021.**

Moved by: Maggie Burggraaff

Second: Cody Schniepp

Discussion:

Correction: page 9, h. Media release - Mahtomedia is not a charter school. It is a school district.

Vote: 8-yes                      0-no    0-abstain

The motion carries.

### **7. Student Representative Communication and Update**

Miss Weschke asked about a plan after Christmas break. Ms. Dodge responded that it will be covered during the board meeting tonight and a plan would have to be approved.

### **8. Interim Executive Director's Report**

Ms. Dodge provided an update on Covid 19. The numbers are high in school districts. MSA is still good. MSA has a Covid Health Aid and there are testing students and staff weekly. Changes were made at lunch to provide distance. Added a fourth lunch where kids are sent from the 4th hour teacher to lunch. This makes contact tracing easier. Barriers at tables are being installed and kids will be spread out.

There's a shortage of substitute teachers everywhere. They are brushing up on zoom for staff and students to be ready. Continue to keep masking and promote vaccinations and boosters. There will be more emphasis put on getting more substitute teachers after break.

There is also additional Covid funding. Ms. Dodge will be meeting with others to plan on how to use this fund. There is a backlog of administrative things that are behind. One goal is to plan a robust summer program. So Ms. Dodge would like to find a full time principal intern for the rest of the year to help plan for summer and plan for intervening now for kids who are struggling.

COVID-Related:

- COVID Health Aide is really beneficial Testing program for students and staff fully underway
- New lunchtime protocols in place to allow for more distancing, contact tracing. Plexiglass barriers are in use again.

Contingency Plan, COVID-Related:

- Students and staff have brushed up on their Zoom skills and have been instructed to be ready to shift fully to Google Classroom and Zoom, if needed.
- Shortage of substitute teachers is our greatest challenge to being able to remain open if we have a COVID outbreak.

Executive Director detailed updates

#### **1. Educational Leader**

- a. Continued challenges with some students, especially in middle school, struggling academically and behaviorally. COVID funding is available to help.
- b. COVID funding allows us some great opportunities to make improvements NOW and

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plan comprehensive summer school for recovery and enrichment.

c. Also applying for Extended Day funds that can be used to pay teachers for the clubs and learning opportunities they are already offering before and after school.

d. Looking for a Principal "intern" who is experienced, to help us maximize these funds while existing Administrators work to address current priorities, improve systems, and be ready to work on expansion, implementation of strategic plan, and respond to findings of the investigation.

### **2. Student Services**

a. We are working to double down our efforts to maintain expected behaviors and intervene when we are unsuccessful. An example is the video that was played in advisory 12/3

b. Extra help is in place for MSA students who are struggling with Spanish across all Spanish classes.

### **3. Personnel management**

a. Dr. Olson is out on a medical leave and plans to return after the holiday break.

## **9. Chair's Report**

Mr. Ellingson noted that the investigation is ongoing. There are regular updates and they are determining how to share the results with the board and the greater community. There is progress but there is not an exact timeline.

Thank you to those that submitted responses to the Chair's survey. Some comments were: keep more on task, be more strict on when others speak, help with the policy. Policy is important and there should be more energy put into it to set the right tone for the school.

The community survey and staff survey is due 12/17. The community survey takes on average 3 minutes to complete. The staff survey takes on average 7 minutes to complete. Half of the staff have provided feedback.

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

### **Board Sub Committees:**

Annual Fund (AFC) (Cardenas): No report submitted. Donations so far are \$43,290 plus \$600 that came in close to the \$50,000 goal. Donations come in monthly. Stocks can be donated.

Communications Advisory Committee (Burggraaff): No report submitted.

Director Search (Anderson): No report submitted.

Elections (Schniepp): No meeting.

School Expansion Possibilities (Ellingson): Report submitted.

Personnel (Cardenas): No report submitted. Survey will be finalized on the 17th. Survey will be sent to the community members on the board.

Policy (Kurkoski): No report submitted.

### **Board Committees:**

Academics (Kurkoski): Report submitted. Discussion regarding AP classes. Dr. Hinton was asked to speak on the schedule and timeline. The committee will figure out how many courses are going to be filled and then determine what are the goals. Then it will be presented to the Board. Students will register for classes in March. Then a schedule will

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be built. Committee could use help from Communications to send out information on AP sign up and additional information.

Finance (Schniepp): Report submitted. Mr. Schniepp noted that there was not a meeting and the report is from BergenKDV.

### **11. Consent Agenda**

#### **A. New HVAC Contract Harris to replace Trane**

Discussion:

Board wanted more information on the new contract. Ms. Dodge provided the background. There is a cost savings of \$3,000 - \$5,000 per year. Trane was great but Harris does more work with charter schools and provides cost savings. The annual contract amount is around \$10-12,000. Andrew from Trane was very helpful to Harris. Board also discussed the delegation of authority to the director to approve under a certain limit. Some board members noted that it was good to bring all contracts to the board for transparency.

**Motion to approve consent agenda.**

Moved by: Annie Cardenas                      Second: Sandi Oveson

Discussion:

None

Vote: 8-yes 0-no 0-abstain

The motion carries.

### **12. Old or Unfinished Business**

None

### **13. Items for Discussion and Decision**

#### **A. Discussion on Executive Director hiring**

Discussion:

Mr. Ellingson recognized Ms. Lisa Anderson to present to the board. Ms. Anderson provided questions for the BOD. The interviews will be February 24 starting at 5 pm.

#### **B. Approve Strategic Plan Priority Areas**

**Motion to approve the Strategic Plan with the new language for the vision and mission and the top line of the table.**

Moved by: Dan Ellingson                      Second: Annie Cardenas

Discussion:

Ms. Weschke read the new language for the vision and mission.

Vision: To be an innovative, sustainable model of academic excellence for all students that creates well-rounded, lifelong learners and global citizens.

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Mission: We provide accelerated and inclusive curricula and instruction in all subjects with an emphasis on math and science.

Mr. Ellingson provided the 3 pillars: Success for all Students, Organizational Support to Support MSA Mission and Vision, and Facilities and Infrastructure to Support MSA Mission and Vision.

The minor but important tweak to the Vision and Mission is meant to be all inclusive.

Vote: 7-yes Jeff Eng-no 0-abstain  
The motion carries.

### **C. Approve World's Best Workforce 2020-21 Summary and 2021-22 Plan**

Discussion:

Ms. Dodge provided an update. There was great student and parent input. Biggest concern is the achievement gap and will need to dig deeper into the data and use more than the MCA test score. Another area to watch is increasing diversity of staff and making sure at risk kids have time with qualified staff. Graduation rate is fabulous.

Staff will have the opportunity to provide input in the Strategic Plan.

The World's Best Workforce plan is due on Wednesday.

**Motion to approve World's Best Workforce 2020-21 Summary and 2021-22 Plan.**

Moved by: Dan Ellingson Second: Cody Schniepp

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

### **D. Annual review of 516 Student Medication Policy and approval of 612-1 Family Engagement Policy**

Discussion:

Ms. Kurkoski noted that there are no updates to 516. She recommends that it would be a good practice to have certain policies be reviewed annually.

For Policy 612-1, Ms. Dodge will be assigning Dr. Olson to the Title 1 review.

**Motion to approve Policy 612-1 Family Engagement Policy.**

Moved by: Cody Schniepp Second: Erik Fair

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

### **E. Enrollment Procedures Update**

Discussion:

Ms. Dodge presented the enrollment procedures updates. December 15 will start taking applications. Edits include removal of "policy" from the title, add footnote with the policies, change to "Executive Director", and minor clerical changes.

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### **Motion to approve the Enrollment Procedures Updates.**

Moved by: Dan Ellingson    Second: Cody Schniepp

Vote: 8-yes 0-no 0-abstain

The motion carries.

### **F. Line of Credit Reapproval**

Discussion:

Mr. Schniepp provided an update. MSA will need to identify the authority. The person with authority approves the disbursement of funds. MSA has a fund balance and should not need to use the line of credit. Board recommended bringing it back to the next board meeting because the finance committee will have a meeting to discuss. There is no urgency to use this line of credit and it would only be a backup.

### **G. Current MSA Calendar**

#### **i. January Board Meeting date**

Discussion:

The board discussed a different date for the January board meeting.

#### **Motion to move January Board meeting to January 24.**

Moved by: Dan Ellingson    Second: Erik Fair

Vote: 8-yes 0-no 0-abstain

The motion carries.

#### **ii. Switch some in-person days to flex learning**

Discussion:

Ms. Dodge explained that the South Washington School Board will be reviewing their calendar on the 16th. They plan to close school on Jan 3 for teachers to prepare for upcoming flex learning days asynchronous with students in school. They are doing this because teachers are stressed from the pandemic.

MSA teachers are also stressed. South Washington will continue to bus charter & private schools on days they are closed and will not charge the schools. MSA currently has the lowest school days allowed by school law. Therefore, MSA cannot close on Jan 3. MSA can consider taking some flex days. It would give staff a breather and not burden parents. Flex days can help squeeze in some of the staff meetings.

MSA has state approval to do online learning (emergency plan) and could do up to 50% time off.

Dr. Hinton provided the survey results. Staff members were asked which dates they preferred from the South Washington School flex days. One person asked to keep the calendar the same.

Dates below are from South Washington Dates:

1/14 - It's the last day of the semester. The 2nd most popular flex day.

2/4 - not popular

2/22 - Most popular. 75% picked that day.

4/1 - Came in 3rd place.

5/13 - Concerns on AP test.



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South Washington School has 4 more school days than MSA.

### **Motion to approve flex days for February 22 and April 1 as flex days for mental health.**

Moved by: Dan Ellingson      Second: Maggie Burggraaff

#### Discussion:

Board noted that calendars are similar to South Washington because there are families that have kids at MSA and South Washington District. It would not help to have a lot of meetings on the flex days.

Vote: 8-yes 0-no 0-abstain

The motion carries.

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

- a. Strategic Plan Review (3-4Q 2021)
- b. Approval of staff contract format (1Q 2022)
- c. Diversity, Equity and Inclusion (Priority for 2021-22 year)
- d. Expansion Decision (2Q 2022)

### **15. Meeting Plus/Minus**

#### Discussion:

- Board members will need more outlets for everyone's laptop due to the digital format.
- Moving to digital is a plus. Nice to click and review the documents.
- Less intimidating and quicker to read.
- Get documents in by Wednesday. If there are changes or missing documents, then add it at the meeting. Final pdf version mailed out on Friday.
- Good to have open and honest communication.
- Prefer links to subdocuments and not inserted into the agenda.

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

- a. BOD Workshop, January 24, 2022 at 5:00 pm
- b. BOD Regular Meeting, January 24, 2022 at 6:15 pm

### **17. Motion to adjourn at 8:18 pm.**

Moved by: Dan Ellingson      Second: Cody Schniepp

Vote: 9-yes 0-no 0-abstain

The motion carries.

#### **Submitted:**

Ia Xiong, Board Recorder

#### **Approved:**

Michelle Kurkoski (filling in for absent secretary)