

**Board of Directors  
Special Meeting Minutes  
Math & Science Academy  
Thursday, January 6, 2022  
Building A  
8430 Woodbury Crossing, Woodbury, MN 55125**

4:15PM

Present:

Jennifer Bartle, Sandi Overson, Michelle Kurkowski, Erik Fair, Dan Ellingson,  
Jeff Eng and Cody Schniepp

**Agenda:**

Cover the current status of the Executive Director hiring and any changes the Board deems necessary.

Also, the Administrative Intern position has been filled and a new person starts January 18, 2022. This is before the January 24 Board of Directors meeting.

Erik Fair: Motion to cover the current status of the Executive Director hiring and any changes the Board deems necessary. Cody Schniepp seconded the motion.

Motion Approved - 7 Yes, 0 No, 2 Absent

Discussion:

Applications have been received. One application is requesting a part-time position.

Q: Would we entertain a part-time solution or do we only want a full-time solution?

Responses: Full time is preferred. . We would have to spend some time changing the position, but full-time is preferred. Full-time is needed. We need consistency and someone who is here all of the time. Flexibility is an issue, but full-time is really necessary.

Cody Schniepp: Motion to specify the executive director position as full-time, 1.0 FTE. Sandy Overson seconded the motion.

Motion Approved: 7 Yes, 0 No, 2 Absent

Q: Can we extend the opening for the Executive Director position in order to receive more applications?

Dan Ellingson: Motion to repost the Executive Director position until it is filled at a 1.0 FTE, full-time position. Jeff Eng seconded the motion.

Discussion:

How would this affect the timeline? There is some concern that leaving the posting open until it's filled would make a poor impression on the current applicants. Lisa Anderson will provide an update at the January 24, 2022, Board meeting. Extending the deadline will not be construed as a rejection of the current applicants. We are hoping to receive more applications and give applicants additional time to submit their resumes.

Motion approved - 7 Yes, 0 No, 2 Absent

Erik Fair: Motion to authorize the Finance Committee to approve up to \$2,000 to be used for reposting the Executive Director position online. Dan Ellingson seconded the motion.

Motion approved - 7 Yes, 0 No, 2 Absent

Dan Ellingson: Motion to add a specific agenda item to January 24, 2022 BOD meeting for the administration to review the hiring of the Interim Administrator, and the board to approve as deemed necessary. Erik seconded the motion.

Discussion:

Communication regarding this hire went to staff and not the Board Community or Parent members. The BOD has a hiring process in place that wasn't followed. Administration needs to come to the meeting with information and seek approval. Should this new person's start date be modified based on the absence of a vote?

Motion approved - 7 Yes, 0 No, 2 Absent

5:06 PM Meeting Adjourned