

APPROVED

Board of Directors Workshop Minutes Math & Science Academy Monday, March 21, 2022 Building A and Remotely

8430 Woodbury Crossing, Woodbury, MN 55125

Call to Order by Dan Ellingson at 5:05 pm

Members Present:

Voting:

Dan Ellingson, Chair
Maggie Burggraaff, Vice Chair
Jennifer Bartle, Secretary
Cody Schniepp, Treasurer
Michelle Kurkoski
Annie Cardenas
Jeff Eng
Erik Fair
Sandi Overson

Non-voting:

Cecelia Dodge, Interim Director
Sydney Weschke, Student Member

Workshop Agenda (5:00PM - 6:00PM)

MSA Expansion Discussion

The plan tonight is to have time for the BOD to ask questions and be ready to vote on the expansion to keep our expansion timeline going.

Slide Show Presentation Provided

Objectives

- Hire an owner's rep
- Gate 1 - Make the decision to expand
- Gate 2 - Approve the use of an Owner's Representative and hire a Consultant to help MSA facilitate an Request for Proposal (RFP) to hire an Owner's Representative. The Consultant will facilitate the RFP with approval from the BOD every step of the way.
- Gate 2.5 - Select the Owner's Representative.

In October, MSA must decide to either stay at our current location or move and do a site selection.

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Revenue Summary

The budget surplus chart shows the totals - including the additional costs of operating.

Next Steps

Then Important Next Steps are in the slideshow as well.

Questions from the BOD:

Q: Are we going to stick to a maximum number of students in the future?

A: Our goal is to stick to the numbers presented. We want to maintain that small school feel.

Q: For 2024/2025, does the surplus number include the assumption of the new location?

A: Yes, it is projected within.

Q: Will MSA have the option to buy buildings C and D?

A: If we stay here, we will buy C and D and then rebuild.

Q: How much will the staff raises be if we move forward?

A: We will need to make a staff focused FAQ with these answers in the document. This will need to be outlined a little better, but we're not ready to make these decisions at this time.

Q: Our current teacher pay scale extends through 2022/2023. So, next year will we review the pay scale again?

A; Yes, let's look at the 2024/2025 pay scale next year (2023/2024).

Q: What is the purpose of the circles showing our student geographic locations on the slide show?

A: Most student attendees are in Woodbury. Some waitlist students are out of woodbury. The point of the chart was to see where we should move. If we advertised more, we might get more students from outlying areas.

Q: Do we need to have a motion for the RFP?

A: We need to make a motion and have a vote from the BOD on the hiring of a Consultant. The timeline is: Consultant hired in April, the Owner's Representative hired in July.

Workshop was adjourned at 6:00 PM

Submitted and Approved:

Jennifer Bartle

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Board of Directors Meeting Minutes Math & Science Academy Monday, March 21, 2022 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: None

Non-voting: None

3. **Approval of Agenda**

Conflicts of Interest: None

Motion to approve the agenda as amended.

Moved by: Michelle Kurkowski Second: Cody Schniepp

Discussion: Remove Policy 616 and replace it with Policy 209 and remove 13.b. "Is Personnel a BOD Subcommittee?"

Vote: 9-yes 0-no 0-abstain

The motion carries.

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4. MSA Monthly Celebration - MSA Parent Teacher Organization

The board and administration would like to recognize and celebrate MSA's Parent Teacher Organization.

5. Open Forum

None. Open Forums are now in person.

6. Approval of Minutes.

a. Motion to approve the BOD Workshop and Meeting, January 24, 2022, Special BOD Meeting, February 17, 2022, and Special BOD Meeting, February 24, 2022.

Moved by: Cody Schniepp

Second: Dan Ellingson

Discussion:

The BKDA contract requires them to come to the BOD meetings two times a year but not required to attend all board meetings. Jenny Abs may be removed from the attendance list.

Vote: 9-yes 0-no 0-abstain

The motion carries.

7. Student Representative Communication and Update

None

8. Interim Executive Director's Report

Ms. Dodge provided a mask update. Masks are highly recommended but not required after Spring break. There are 1-2 students and 1-2 staff per week reporting as having Covid. The numbers are low and Ms. Dodge is very happy with it. The plastic barriers will remain in place.

Ms. Dodge reviewed the report provided in the Board packet.

The Authorizer is in the process of writing a report based upon a site visit. This report will most likely be completed in 3 weeks. The expansion wish list will be added to the document.

9. Chair's Report

Mr. Ellingson provided a recap of the February 17, 2022 workshop.

Mr. Ellingson announced the hiring of Randy Vetsch. Mr. Vetsch is planning to be at the April Board meeting.

Mr. Ellingson also noted the initial report from the internal investigation was received last Friday. There will be an initial sit down with the investigator with legal to go through the Attorney Work Product. Then there will be a board meeting to review. Information will be prepared to share with the public. The board discussed the purpose for the initial sit down

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with the investigator and who should be in attendance. Initial sit down will be to review the report to ensure names are spelled correctly and to receive clarification from Legal regarding a closed or open meeting when discussed with the Board as a whole. Board will review the whole Attorney Work Product and then decide how to share the information.

Board members are concerned that decisions will be made in the initial meeting, but the Board Chair assured the members that no decisions will be made at the initial meeting.

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

Board Sub Committees:

Annual Fund (AFC) (Cardenas): No report submitted. Ms. Dodge noted that the focus would be on the school expansion which will have a greater ability to bring in revenue than a spring fundraiser. Give To The Max fund was to provide teacher grants. April is usually the Dragon Dinner. Planning usually starts in October.

Communications Advisory Committee (Burggraaff): Report submitted. Forms should be updated and added onto the website.

Director Search (Anderson): No report submitted.

Elections (Overson): No report submitted.

School Expansion Possibilities (Ellingson): Report submitted.

Personnel (Ellingson): No report submitted.

Policy (Kurkoski): Report submitted.

Board Committees:

Academics (Kurkoski): February and March reports were submitted.

Finance (Schniepp): Report submitted.

Approval of Financials:

Motion to approve January 2022 Financial Report.

Moved by: Cody Schniepp Second: Sandi Overson

Discussion:

None

Vote: 9-yes 0-no 0-abstain

The motion carries.

11. Consent Agenda

a. Approve Leases for Building C and D.

Motion to approve Consent Agenda.

Moved by: Michelle Kurkoski Second: Maggie Burggraaff

Discussion:

Board discussed the need to clarify the extension of the end date and option to purchase.

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Motion to move Approve Leases for Building C and D to Items for Discussion and Decision.

Moved by: Michelle Kurkoski Second: Maggie Burggraaff

Vote: 9-yes 0-no 0-abstain

The motion carries.

Board Recessed: 7:20 pm

Board Resumed: 7:25 pm

12. Items for Discussion and Decision

A. Executive Director Search Update

Ms. Lisa Anderson presented to the Board.

i. Additional funding \$400 for the Transition Plan (this includes \$300 for a Staff Welcome Lunch for the new Director and \$100 for the Community Welcome).

Discussion:

It was discussed at the Finance Committee and supported.

Motion to approve the additional funding of \$400 for the Transition Plan (this includes \$300 for a Staff Welcome Lunch for the new Director and \$100 for the Community Welcome).

Moved by: Dan Ellingson

Second: Sandi Overson

Vote: 9-yes 0-no 0-abstain

The motion carries.

ii. Transition timing / overlap

Discussion:

Original transition was an overlap for a couple of days but others heard it was longer. Ms. Dodge said it is usually done with no overlap.

Mr. Schniepp noted that the budget is near a deficit and there is more flexibility next year.

Motion to have July 1, 2022, as the start date for Mr. Vetsch and Ms. Dodge will have one paid personal day to overlap.

Moved by: Dan Ellingson

Second: Sandi Overson

Vote: 9-yes 0-no 0-abstain

The motion carries.

iii. Transition plan

Discussion:

Ms. Dodge said it was helpful to have information on what needed to be done but as a new person, it was uncertain how rigid the schedule was and the outline was viewed as

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micromanaging for her.

Motion to approve as amended keeping Day 1 structured, with the rest of week 1 and week 2 to be converted to a list that is expected to be done as soon as possible.

Moved by: Cody Schniepp Second: Dan Ellingson

Vote: 9-yes 0-no 0-abstain

The motion carries.

B. Expansion Decision

Motion to approve up to \$20,000 to engage a consultant to facilitate an RFP process to select an Owner's Representative for Expansion Process.

Moved by: Dan Ellingson Second: Cody Schniepp

Discussion:

Expansion decision was discussed at the workshop.

Vote: 9-yes 0-no 0-abstain

The motion carries.

C. Elections Update and Ballot Approval

Discussion:

Presentation video by Justin Gehring. Ballot will go live on March 25, 2022. It will be limited to one vote each. There are safety nets for confidentiality and no alterations can be done.

Ms. Overson added that elections will close on April 1, 2022. The winners will be announced and approved by the Board at the April 18, 2022, Board meeting.

Motion to approve the Ballot schedule.

Moved by: Sandi Overson Second: Maggie Burggraaff

Discussion:

None

Vote: 7-yes 0-no Dan Ellingson and Cody Schniepp-abstain

The motion carries.

D. Employment Agreement Template 2022-23

Discussion:

Ms. Dodge reviewed the templates.

Motion to approve the template and update the handbook.

Moved by: Dan Ellingson Second: Maggie Burggraaff

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Discussion:

Board discussed the need to leave it or reference the handbook. Ms. Dodge would like to use an at-will contract that will automatically renew each year, with the exception of an update in salary, etc. each year. Question about the reassignment language in the document. Some Board members would like to remove the reassessment language from the contract and have it only in the employee handbook so that examples could be explained, etc? Discussion regarding having this language in both places?

Revised motion to amend the template to reference the handbook, removing individual employee benefits, and a change to the start date.

Moved by: Dan Ellingson

Second: Maggie Burggraaff

Discussion:

None

Vote: 6-yes Michelle Kurkoski, Sandi Overson, Annie Cardenas-no 0-abstain
The motion carries.

E. Concerns about Teacher Efficacy, Teacher Retention, and Equity for Students

Discussion:

Ms. Dodge presented a powerpoint on teacher burnout, planning time, and teacher retention. Ms. Dodge also covered "How Principals Affect Students and Schools" and the "Site Visit Prep".

F. Policies

i. By-Laws first of two readings: By Laws

Discussion:

Staff voted and were supportive of adding a student and calling a special meeting. A second reading will be done next month.

ii. 208: DEVELOPMENT, ADOPTION, AND IMPLEMENTATION OF POLICIES

Discussion:

Board reviewed.

Motion to approve the policy as amended.

Moved by: Dan Ellingson Second: Erik Fair

Vote: 9-yes 0-no 0-abstain

The motion carries.

iii. 603: CURRICULUM DEVELOPMENT

Discussion:

None

Motion to approve policy as amended.

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Moved by: Dan Ellingson Second: Annie Cardenas

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

iv: 209: CODE OF ETHICS

Discussion:
Board reviewed

Motion to approve policy as amended.

Moved by: Dan Ellingson Second: Erik Fair

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

G. Approve Leases for Building C and D.

Discussion:
The option to purchase the buildings needs to be clarified. The purchase price has expired. The new lease terminates Fall of 2024.

Motion to approve the leases for Building C and D with a caveat to include a purchase agreement in each contract with no change to the dollar amount.

Moved by: Dan Ellingson Second: Michelle Kurkoski

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

14. Future BOD Meeting and Workshop Agenda Items

- a. Approval of staff contract format (1Q 2022)
- b. Expansion Decision (2Q 2022)
- c. Finalize Strategic Plan (January 2022-June 2025)

15. Meeting Plus/Minus

Discussion:
Minus:
Deadline of documents but then didn't get in the packet.

Plus:
Board members are respectful and are open to discussion.

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16. Motion to adjourn at 9:20 pm.

Moved by: Dan Ellingson

Second: Sandi Overson

Vote: 9-yes 0-no 0-abstain

The motion carries.

Submitted:

Ia Xiong, Board Recorder

Approved:

Jennifer Bartle, Secretary