

DRAFT - NOT YET APPROVED

**Board of Directors
Workshop Minutes
Math & Science Academy
Monday, April 18, 2022
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

Jennifer Bartle, Secretary

Cody Schniepp, Treasurer

Michelle Kurkoski

Annie Cardenas

Jeff Eng

Sandi Overson

Non-voting:

Cecelia Dodge, Interim Director

Sydney Weschke, Student Member

Absent:

Voting:

Erik Fair

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

Discussion

Jenny Abs from Bergan KDV provided training on Charter School Finances.

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, April 18, 2022
Building A and Remotely
8430 Woodbury Crossing, Woodbury, MN 55125**

1. Call to Order by Dan Ellingson at 6:18 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

Jeff Eng

Sandi Overson

Non-voting:

Cecelia Dodge, Interim Director

Sydney Weschke, Student Member

Absent:

Voting:

Annie Cardenas

Erik Fair

Non-voting: None

3. Approval of Agenda

Conflicts of Interest: None

Motion to approve the agenda.

Moved by: Cody Schniepp

Second: Dan Ellingson

Discussion:

None

Vote: 7-yes

0-no 0-abstain

The motion carries.

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4. MSA Monthly Celebration - Education Assistants

The board and administration would like to recognize our amazing Education Assistants.

5. Open Forum

None. Open Forums are now in person.

6. Approval of Minutes.

a. Motion to approve the BOD Workshop and Meeting, March 21, 2022.

Moved by: Dan Ellingson Second: Maggie Burggraaff

Discussion:

Correction under Committees:

Elections Committee - Cody Schniepp is not on the committee.

Correction in Chair's report:

It is not the "report" and should be called the attorney work product.

Vote: 7-yes 0-no 0-abstain

The motion carries.

7. Student Representative Communication and Update

Miss Weshke noted that students were confused about the ACT testing such as where to go and what to bring. Ms. Dodge said that after debriefing, there should be more reminders and there was confusion on student pickups. Suggestion for next time is to keep students afterwards with activities.

8. Interim Executive Director's Report

Ms. Dodge provided the update. She's started working on the organizational assessment with the draft in the packet

MCA testing is still continuing in smaller groups and AP testing will be in first 2 weeks of May. Ms. Dodge is impressed with the teachers and students on MCA testing. It went smoothly.

Prom is on Saturday, 4/23 at Dakota Lodge. It is the same day as Woodbury High School's prom. The Peter Pan concert is also coming up. Graduation is on June 3.

The handbook was updated to make it more warm and welcoming. It is a more cooperative document. It will be posted and be effective next year.

All kids are welcome for summer school.

For the lease, there is added contract language for the option to buy back until 8/2024.

Doctor Olson has left her position and Steve Hoemann is now in the position of Middle School Assistant Director until Ms. Dodge (with input from Mr. Vesch) hires a replacement.

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Ms. Dodge will prepare a report for the May BOD meeting, which will request an extension of the Associate Director position.

Q: When will Give to the Max mini-grants be available for teachers to apply?

A: Ms. Dodge stated they will be available in the next few weeks.

Q: When are student schedules coming out?

A: Student schedules will be completed in the next few weeks. Next year Seniors can work with Emily Graveen now on PSEO scheduling.

9. Chair's Report

Mr. Ellingson provided next steps for the investigation status of the attorney work product. Students and staff were interviewed. The result took one year. It was shared a month ago. Mr. Ellingson, Ms. Dodge, the Authorizer, investigator, and attorney have reviewed it. Board members have also reviewed. There will be a closed meeting on Thursday to protect names and decide next steps to take for the best and most efficient way to share with the public.

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

Board Sub Committees:

Annual Fund (AFC) (Cardenas): No report submitted.

Communications Advisory Committee (Burggraaff): Report submitted. There is the ability to have a link that attaches the forms to the policy. Justin Gehring and Michelle Kurkoski to discuss and possibly "turn on" the technical ability.

Elections (Overson): Report submitted. Student board representatives will start announcements tomorrow. Election will be on 5/20. Individuals will be contacted on 5/23. Announcements will be made on 5/24. Student representatives will be seated at the September meeting.

School Expansion Possibilities (Ellingson): Report submitted.

Personnel (Ellingson): No report submitted.

Policy (Kurkoski): Report submitted.

Board Committees:

Academics (Kurkoski): Report submitted.

Finance (Schniepp): Report submitted. Cash balance is \$1.3M.

Approval of Financials:

Motion to approve March 2022 Financial Report.

Moved by: Cody Schniepp Second: Sandi Overson

Discussion:

Credit card statement still has the old manager. There are recurring charges and therefore it took awhile to close it.

Vote: 7-yes 0-no 0-abstain

The motion carries.

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11. Consent Agenda

- a. YMCA Contract
- b. Family Achievement Center Contract
- c. Audiology Services contract

Discussion:

Board discussed the YMCA contract and move the Family Achievement Center Contract out of the consent agenda.

Motion to approve Consent Agenda.

Moved by: Cody Schniepp Second: Michelle Kurkoski

Vote: 7-yes 0-no 0-abstain

The motion carries.

12. Items for Discussion and Decision

A. Approve School Calendar

Discussion:

Fix the key for conferences, last day of school and graduation is June 2, and no school on November 8.

Motion to approve the 2022-2023 MSA School Calendar with the changes discussed.

Moved by: Dan Ellingson Second: Maggie Burggraaff

Vote: 7-yes 0-no 0-abstain

The motion carries.

B. Approve Election Results/Disband Committee

Discussion:

163 votes casted. Winners are: Dan Ellingson (parent), Lisa Anderson (teacher), and Cody Schniepp (community representative).

Motion to approve the election result: Dan Ellingson (parent), Lisa Anderson (teacher), and Cody Schniepp (community representative).

Moved by: Sandi Overson Second: Maggie Burggraaff

Vote: 5-yes 0-no Dan Ellingson and Cody Schniepp-abstain

The motion carries.

Motion to dissolve the 2022 Elections Committee.

Moved by: Sandi Overson Second: Maggie Burggraaff

Vote: 5-yes 0-no Dan Ellingson and Cody Schniepp-abstain

The motion carries.

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C. Expansion Update

- a. RFP Process**
- b. Consultant Chosen**

Discussion:

This is to hire a consultant to write the Request For Proposal. Ms. Dodge found a lot of construction companies that want to be an owner's representative. Designs for Learning is an organization that provides service for charter schools and will write the RFP.

Board discussed the RFP schedule. RFP will go out at the end of April. Responses will be due in 3 weeks and it will take 1 week to review. Board will approve the award in June.

D. Discuss 2022-23 Budget

- a. Off-cycle raises**
- b. COVID budget**
- c. New positions**
- d. Plans for 9th graders increased enrollment**

Discussion:

Ms. Dodge led the discussion. MSA has a nice surplus next year and could offer 3% raises to staff. It is already in the budget. Board discussed comparison of MSA wages to other charter schools. Budget will be ready for approval at the June meeting. Covid budget is paying for summer school.

Q: Is there any way to make additional revenue?

A: Some of our fixed expenses are here to stay.

Q: Do we need the additional 9th graders to pay for the raises?

A: We only need 110 - 9th graders to pay for the raises.

Q: Inflation rates are currently assumed at 2%. What do we do about actual inflation?

A: Our biggest inflation is in energy costs.

Q: Are we worried about the covid money running out?

A: We're really conservative with our projections.

Q: Colleges are seeing a huge drop in enrollment. We should discuss as a school how this may effect us in the future.

Board recess at 7:47 pm

Board resumed at 7:57 pm

E. Discuss Staff Handbook suggestions

Discussion:

Ms. Dodge provided a brief overview. Changes are mostly around human resources functions such as how time paid off is used and accrued. It will be marked up and get it to the staff for review.

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F. Contracts

a. Kraus-Anderson Virtual HR, Premium

Discussion:

Currently, MSA has a low level service. The recommendation is to approve going to higher level services. The higher level will help with the employee handbook, on-call services, employee leave, employee on board (i-9 forms), track when staff take time off and help keep up to date with labor laws. The current cost is \$250/month and the higher level is \$8400/year or \$700/mo.

Motion to approve Kraus-Anderson Virtual HR, Premium.

Moved by: Dan Ellingson Second: Cody Schniepp

Vote: 7-yes 0-no 0-abstain

The motion carries.

b. Health Insurance proposal for 2022-23

Discussion:

Currently, there are two health plans provided: Health Care Savings Plan and more traditional insurance. The current traditional insurance has \$0 deductible. The revised insurance would increase the deductible to \$500 for single and \$1000 for family. It would be cost neutral with the raise. The cost to MSA would be 7.2% increase, approximately \$25,000. Board discussed a 3rd option and what is in the best interest of the school.

Motion to keep the same plan with \$0 deductible resulting in a 7% increase to the school.

Moved by: Cody Schiepp Second: Dan Ellingson

Discussion:

Some board members expressed not having enough information to make a decision and recognize that this is “kicking the can down the road”. This will help in keeping retention.

Vote: 7-yes 0-no 0-abstain

The motion carries.

c. Drivers Ed contract for Dragon Flight School (Summer School)

Discussion:

Due to Covid funding, MSA will offer drivers ed in the summer. Board discussed MSA paying for the class. Students have to leave classes to take drivers ed class. Parents would pay for the behind the wheel.

Motion to approve MSA to pay for the class, and parents to pay for the behind the wheel, and parents to reach out to MSA if they can't pay.

Moved by: Dan Ellingson Second: Jeff Eng

Vote: 7-yes 0-no 0-abstain

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The motion carries.

d. PR Firm Contract

Discussion:
None

G. Curriculum Review Cycle SpEd and ELL

Discussion:
Ms. Kurkoski provided background.

Motion to approve the updated curriculum review cycle for 2021 through 2026 .

Moved by: Michelle Kurkoski Second: Maggie Burggraaff

vote: 7-yes 0-no 0-abstain
The motion carries.

H. Policies Review

a. By-Laws Second of Two Readings

Discussion:
Changed from one to two student representatives. And added another option for special meetings.

Motion to approve the By-Laws second reading.

Moved by: Dan Ellingson Second: Jeff Eng

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

14. Future BOD Meeting and Workshop Agenda Items

- a. Expansion Decision (2Q 2022)
- b. Finalize details of Strategic Plan (January 2022-June 2025)
- c. Review of 806 Crisis Management Policy (Dodge)
- d. Election Procedure Review (Ellingson)
- e. Final review Interim Executive Director
- f. 616: SCHOOL DISTRICT SYSTEM ACCOUNTABILITY
- g. 2022-23 Executive Director Goals

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15. Meeting Plus/Minus

Discussion:

Minus:

On the agenda, add information on what decisions need to be made so we don't waste meeting time discussing what we should be deciding. Another minus is the long length of the meeting.

Plus:

Links worked.

Good recognition program.

16. Motion to adjourn at 9:06 pm.

Moved by: Dan Elingson

Second: Michelle Kurkoski

Vote: 7-yes 0-no 0-abstain

The motion carries.

Submitted:

Ia Xiong, Board Recorder

Approved:

Jennifer Bartle, Secretary