

DRAFT - NOT YET APPROVED

**Board of Directors
Workshop Minutes
Math & Science Academy
Monday, May 16, 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
Erik Fair

Non-voting:

Cecelia Dodge, Interim Director
Sydney Weschke, Student Member

Absent:

Non-voting:
Sydney Weschke

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

Discussion

a. Final review Interim Executive Director (Ellingson)

We'll start with reviewing the attached document, which is a draft survey. The survey was drafted using the Interim Executive Director's job description. The survey should be sent out later this month or early June. The BOD and the Interim Executive Director and Assistant Directors would like some open ended questions too, in order to receive comments. Comments are helpful for the Administration team going forward.

Q: Is this going out to parents and staff? Let's do both.

A: Yes questions 7, 8, and 9 could be tailored to both parents and staff.
The BOD would like to add a box after each question for comments.

Dan Ellingson will correct this survey and send a final copy to Cecelia for review before it goes out. Dan will compile the results and maybe get some help from Cecelia's Assistant.

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Q: Should we modify this and approve it tonight?

A: If it goes out in June, we would need to approve it tonight.

Q: Would asking about activities be confusing to the responders?

A: Yes, the info would be good to obtain but it's probably not necessary in this survey. Let's skip athletics and activities for this survey.

Dan will add the survey to the consent agenda tonight.

b. 2022-23 Executive Director Goals

Cecelia Dodge explaining the strategic goals. Some language in the chart is color coded. There are goals drafted in the document. The work plan behind the scenes rests on Administration.

The red font are showing goals based on the Attorney Work Product.

Q: Can we have a tool or something to show how these goals are being achieved? Metrics and deliverables. Not for our approvals but for our review?

A: Monthly the Executive Director will share a consistent tool showing some progress that has happened each month. Perhaps enrollment, etc.?

Q: Should we bring this to a more reasonable size? Not everything can be a priority.

A: Change the language to Specific not Smart goals. If it falls to the wayside for a while, it's okay.

Q: In the next week or two can we provide this to the new Executive Director?

A: Yes.

Q: Let's put this on the agenda under the Executive Director's Update in the agenda.

A: Okay, let's add it to the agenda each month and then the Executive Director can decide if anything has been accomplished to add to the monthly report.

Q: Should we do an overall goals review every 6 months?

A: Yes, that sounds good.

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, May 16, 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 Cody Schniepp.

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
Annie Cardenas
Erik Fair

Non-voting:

Cecelia Dodge, Interim Director

Absent:

Voting:

Non-voting:

Sydney Weschke, Student Member

3. Approval of Agenda

Conflicts of Interest: None

Motion to approve the agenda.

Moved by: Dan Ellingson Second: Erik Fair

Discussion:

Add to Consent Agenda Item: Approval of the Survey

Vote: 9-yes 0-no 0-abstain

The motion carries.

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4. MSA Monthly Celebration - Substitute Teachers

The board and administration would like to recognize our amazing Substitute Teachers.

5. Open Forum

Michelle Kloncz- Parent - She is invested in this school but she has growing concern in this school. The welcoming atmosphere is gone. Coming to board to act in the best interest of the school and all students. Equity and Inclusivity should be for all students!

Mary Yapp - Parent - Meeting accessibility. Meetings are live streamed and in person. Attended in person and didn't have a board packet at the meeting. She had to print her own packet. Asked the BOD to use the smart board and technology.

6. Approval of Minutes.

a. Motion to approve the BOD Workshop and Meeting, April 18, 2022.

Moved by: Cody Schniepp

Second: Maggie Burggraaff

Discussion:

None

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 the update. Brady Krisko has a perfect score in his ACT test. Have a great draft of the 2022-2023 School Year budget and will share with the Board in June. There is a \$100,000 surplus. SMART Goals are being drafted.

9. Chair's Report

Mr. Ellingson provided an update. Workshop discussed the survey for Ms. Dodge. Survey will come out at end of May or the beginning of June.

The internal investigation statement was read and will be published on the MSA website and the video link.

Diversity and Inclusion will be a standing item on the board agenda.

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

Board Sub Committees:

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

Communications Advisory Committee (Burggraaff): No report submitted.

School Expansion Possibilities (Ellingson): Report submitted. RFP timeline is included.
Choice will be presented to the Board.

Personnel (Ellingson): No report submitted.

Policy (Kurkoski): No report submitted. Cash balance is going down but it fluctuates. Could add a danger line.

Board Committees:

Academics (Kurkoski): Report submitted.

Finance (Schniepp): Report submitted.

Approval of Financials:

Motion to approve April 2022 Financial Report.

Moved by: Cody Schniepp Second: Sandy Overson

Discussion:

None

Vote: 9-yes 0-no 0-abstain

The motion carries.

Review 990

Discussion:

The purpose of this is to publish it for everyone to see. It is submitted to the government.

Motion to approve revised 2021-2022 Budget.

Moved by: Cody Schniepp Second: Sandy Overson

Discussion:

Ms. Dodge noted that we have a healthy budget.

Vote: 9-yes 0-no 0-abstain

The motion carries.

11. Consent Agenda

- a. Human Resources Transactions
- b. Dental Coverage with Principal
- c. Life Insurance with Principal
- d. Designs for Learning
- e. School psychologist services
- f. Renew special education related services contract with Family Achievement Center

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- g. Renew school nurse contract "Miniapple"
- h. Cintas Contract
- i. Survey based on the workshop

Discussion:
None

Motion to approve Consent Agenda.

Moved by: Dan Ellingson Second: Maggie Burggraaff

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

12. Diversity, Equity, and Inclusion

Discussion:

Mr. Ellingson thanked everyone for coming. A new section will be added to the monthly BOD agenda called "Diversity, Equity, and Inclusion". Dan referenced a shortened list of the items discussed at the closed meeting (between the BOD and the MSA Legal Team).

Plan of Action

- a. Direct the administration to take action and address student petition and report back**
- b. Direct the administration to discuss the allegations with each current employee, take whatever employment action and report to Board**
- c. Address issues of potential discrimination**
- d. Review and revise the various handbooks to reflect the correct mission**
- e. Governance model and training**
- f. How will the board measure these things?**

Q: When will the community be able to see the strategic plan in its final state?

A: In a few weeks

13. Items for Discussion and Decision

A. Establish BOD Election Subcommittee

Discussion:

There is a policy on replacing board committees. The policy is on for a future meeting but there will be a BOD vacancy in July to fill. The BOD election will be public. The Policy Committee will meet to review the policy and make recommendations to the board. Maggie Burggraaff, Jennifer Bartle, Cody Schniepp and Michelle Kurkowski will work on this committee together. A future meeting will be scheduled and will hopefully take place before the end of the school year.

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B. Discuss Policy 616: School District System Accountability

Discussion:

This is a first reading. Determine who is responsible for what. More revisions will be needed as MSA grows. "Administration" should be defined a little better. The final policy 616 will be voted on in June. In the future, it may be best to take out the Academics Committee from this policy. Perhaps replace "Administration" with "Execute Director or Designee".

C. Discuss Policy 806: Crisis Management

Discussion:

This is a first reading. Change "Administration" problem again. Will links be added to the procedures referenced within? Also, if all of our policies are posted, how do we keep them secure so that people don't use them to their advantage? Can Cecelia look into what other schools do to keep out schools safe?

14. Future BOD Meeting and Workshop Agenda Items

- a. Expansion Decision (2Q 2022)
- b. Finalize details of Strategic Plan (January 2022-June 2025)
- c. Final review Interim Executive Director
- d. 2022-23 Executive Director Goals
- e. Staff Handbook

15. Meeting Plus/Minus

Discussion:

- Need to use smart board for audience participation
- The BOD packet changed up until the day of the meeting. This needs to be corrected to reduce confusion. Make a comment on the BOD packet if last minute changes happened
- Shorter meeting this time
- Are we not sharing our thoughts as a BOD because so many people are in attendance tonight?

16. Motion to adjourn at 7:45 pm.

Moved by: Dan Elingson

Second: Jeff Eng

Vote: 9-yes 0-no 0-abstain

The motion carries.

Submitted:

Ia Xiong, Board Recorder

Approved:

Jennifer Bartle, Secretary