

## **DRAFT - NOT YET APPROVED**

**Board of Directors  
Workshop Minutes  
Math & Science Academy  
Monday, June 20, 2022  
Building B 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

Jeff Eng

Erik Fair

Non-voting:

Cecelia Dodge, Interim Director

Sydney Weschke, Student Member

### **Absent:**

Non-voting:

Voting:

Jennifer Bartle, Secretary

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

#### **Discussion**

A. BOD / Staff training

Paula Forbes - train the BOD and School . Authorizer can help support this financially. Can help if the school has had racial harm. Will come back with plan after meeting with her.

Interim Director -

Broad spectrum of information. Many ideas/comments/questions.

It seems members of staff and other stakeholders do not have a clear sense or understanding of what the job of an Interim Director is.

There is still a lot of work to be done to get MSA where it needs to be.

In the future would a student survey be for the Executive Director or for the BOD. It would be nice to have the raw data on all elements of the community.

The more the community knows/understands what the role of the Executive Director is, the responses would be more valuable.

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How do we get the information out?

Communication piece, about how and when tasks.

What are the priorities?

The dashboard will help clarify what the job is and what the responsibilities are.

In the future it will be more objective and cohesive with that information. A survey would be helpful to the BOD and the admin. But it is just one piece of data to be considered.

Feedback is always helpful. Ms. Dodge has worked very hard. We appreciate it and thank her for that.

### **B. Strategic Plan -**

This is just some of the items being worked on. Not all items are on this.

Items are what the Executive Director will work on and that the BOD will support the Executive Director working on.

Bold items are directly related to the investigation.

This could make a dashboard overwhelming. It needs to be simplified and a place to start. A goal of one page for an Executive Dashboard. Items can be color coded, green, yellow, and red. The strategic priorities will be what the dashboard is based on.

Sometimes Admin isn't getting what it needs from the BOD. There needs to be open candor, transparency and honesty.

This is a living/breathing document. It should be on the website so stakeholders can see what MSA is working on. Acronyms should be taken out and full words should be put in.

### **C. Executive Director Goals**

In order to be clear to the public how the Executive Director is helping MSA move forward, these have been laid out for the BOD.

Each of these SMART Goals have steps that accompany them.

These can be used to have open conversations with the Executive Director to ask how we can support him and how these goals are coming along.

### **D. Policy - understanding of electronic recording not tape recording**

### **E. Elections - BOD Officer Elections - Should we have a full BOD to vote on officers?**

We do not want a gap.

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

**Submitted and Approved:**

Jennifer Bartle

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Meeting Minutes  
Math & Science Academy  
Monday, June 20, 2022  
Building B and Remotely  
8430 Woodbury Crossing, Woodbury, MN 55125**

**1. Call to Order** by Dan Ellingson at 6:17 pm

Vision and Mission read by Maggie Burggraaff.

**2. Roll Call of Members**

**Present:**

Voting:

Dan Ellingson, Chair

Maggie Burggraaff, Vice Chair

Cody Schniepp, Treasurer

Jennifer Bartle, Secretary

Michelle Kurkoski

Jeff Eng

Erik Fair

Non-voting:

Cecelia Dodge, Interim Director

**Absent:**

**3. Approval of Agenda**

Conflicts of Interest: None

**Motion to approve the agenda.**

Moved by: Erik Fair

Second: Maggie Burggraaff

Discussion:

**Motion to Move under Discussion and Decisions 15i. Approve 2022-2023 Executive Director Goals to 16. Future BOD Items.**

Moved by: Jennifer Bartle

Second: Maggie Burggraaff

Q: Jeff Eng asked, what is the purpose for approving the goals if we are going to change them as we go along?

Comment: Erik Fair wants to make sure that the goals match the mission and the vision for the school.

Q: Does the Executive Director set their own goals?

Q: Shouldn't Randy, the new Executive Director, look at the goals and make suggestions?

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Vote: 5-yes                      Dan Ellingson and Erik Fair-no                      0-abstain  
The motion carries.

### **Motion to pull out Consent Agenda 11a. Policy Redlines to 15k under Discussion/Decision.**

Moved by: Jeff Eng                      Second: Maggie Burggraaff

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

### **Motion to approve Agenda as amended.**

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

#### **4. MSA Monthly Celebration - Back in September 2022**

#### **5. Open Forum**

Mr. Wendell Sletten - Band and Orchestra Teacher - Cast of fall production of High School Musical participated in the spotlight showcase through Hennepin Theater Trust.

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

##### **a. Motion to approve the BOD Workshop and Meeting, May 16, 2022, and Special Meeting, June 2, 2022.**

Moved by: Erik Fair                      Second: Cody Schniepp

Discussion:  
None

Vote: 7-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 provided in the Board packet.

##### **a. Strategic Plan Dashboard**

This is Ms. Dodge's last report. She thanked us and has enjoyed this year and learned a lot. Going forward, the Administration will report to the BOD each month on the progress of the plan. The BOD would like to see the progress through time to show if things are getting better. Administration will work on live links.

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- b. Listening session with parents of students and disabilities

Sixteen parents attended a listening session. The SPED parents give us a lot of grace and support. There should be some sort of SPED advisory committee to help with the suggestions shared at the meeting. Our SPED Director wants to give the BOD some training.

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

Mr. Ellingson provided an update.

- a. Special Session Update

Administration came with a recommendation to terminate two contracts. Board accepted one recommendation and not another. Public notes are posted in the board packet.

- b. Overall vision

1) One of the main takeaways from the investigation is that the board needs to improve its ability to govern MSA and board members need to better understand their roles. To that point, I am asking Erik to lead a new Governance Committee. I'm asking board members to commit to learning and practicing an improved governance model.

2) At the start of the new calendar year the board adopted a more equitable vision and mission, and set three strategic priorities. The MSA administrators and staff have built a strategic plan calibrated to these priorities and vision, aligned with our mission. Key findings and recommendations of the investigation are embedded in this plan. If we, as a board, support the implementation of this plan, MSA will be more equitable and inclusive, and better governed.

3) Our new executive director has a clear path forward, and the support of the board to address the findings of the investigation by following the strategic plan. We have faith that MSA can remedy its problems and be an even better school, for all of our students.

### **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.

School Expansion Possibilities (Ellingson): No report submitted.

Personnel (Ellingson): No report submitted.

Policy (Kurkoski): No report submitted.

#### **Board Committees:**

Academics (Kurkoski): No report submitted.

Finance (Schniepp): Report submitted.

Approval of Financials:

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### **Motion to approve May 2022 Financial Report and Supplemental Information.**

Moved by: Cody Schniepp      Second: Dan Ellingson

Discussion:

None

Vote:      7-yes 0-no 0-abstain

The motion carries.

### **Motion to approve the projected budget.**

Moved by: Dan Ellingson      Second: Cody Schniepp

Discussion:

None

Vote:      7-yes 0-no 0-abstain

The motion carries.

## **11. Consent Agenda**

- a. Indigo contract - annual, contracted special education director
- b. Invision Services contract (Teacher of the visually Impaired)
- c. Human Resources Transactions May 16-June 17, 2022
- d. Dehler PR contract
- e. Designs for Learning - updated rate
- f. Dodge summer contract
- g. Schmidtknecht summer contract
- h. Approve one change to 2022-23 calendar
- i. Identified Official with Authority (IOWA)

### **Motion to approve Consent Agenda.**

Moved by: Maggie Burggraaff      Second: Erik Fair

Discussion:

Board discussed the calendar. There were only 174 teacher days and this school year finished 175 teacher days. March 13 was approved as Spring Break and is now shown as Teacher Work Day which should have been changed to Professional Development Day.

### **Motion to move Approve one change to 2022-23 calendar from Consent Agenda to July with updated.**

Moved by: Cody Schniepp      Second: Erik Fair

Vote:      7-yes 0-no 0-abstain

The motion carries.

### **Continued motion to approve consent agenda.**

Vote:      7-yes 0-no 0-abstain

The motion carries.

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

Thank you to Michelle Kurkoski for her service on the Board. Ms. Kurkoski left the meeting at 7:15PM.

#### **A. Approve seating of new members – oath of office**

Discussion:

Board discussed the process of changing the By-Laws. Board also discussed having 6 members and vacant positions. The By-Laws states 4 teachers.

**Motion to approve the seating of the newly elected board members.**

Moved by: Maggie Burggraaff                      Second: Erik Fair

Vote: 4-yes    0-no    Cody Schiepp and Dan Eingson-abstain  
The motion carries.

Discussion:

There was a teacher that was newly elected that has resigned. So there are now 3 open positions.

Oath read by Ms. Maggie Burggraaff to Mr. Cody Schniepp and Dan Elingson. Mr. Schniepp and Mr. Elingson signed and read the oath.

#### **B. Elect Chair, Vice-Chair, Treasurer, Secretary**

Discussion:

Chair - Dan Ellingson 5 yes, Dan Ellingson - abstain  
Vice chair - Maggie Burggraaff 5 yes, Maggie Burggraaff - abstain  
Treasurer - Cody Schniepp 5 yes, Cody Schniepp - abstain  
Secretary - will be revisited

**Motion to revisit the Secretary position in July.**

Moved by: Dan Ellingson                      Second: Jeff Eng

Discussion:

The Secretary position is open and will be filled by Administration for a few months until the BOD decides what to do. Administration should review the contract we have with la Xiong, as the BOD notes taken are very minimal. The Secretary work takes Jennifer Bartle at least 2 days to complete after the BOD meeting.

Vote: 6-yes    0-no    0-abstain  
The motion carries.

#### **C. Review, confirm, and appoint BOD Committees, with representatives**

Discussion:

Board discussed the different committees.  
Erik Fair to Chair the Governance Committee  
Jeff Eng to Chair the Expansion Committee

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The BOD to consider a Special Education Committee. The Annual Fund Committee will most likely be retired.

### **Motion to approve Governance Committee with Erik Fair to lead.**

Moved by: Dan Elingson                      Second: Maggie Burggraaff

Vote: 6-yes    0-no    0-abstain  
The motion carries.

### **Motion to approve Expansion Committee with Jeff Eng to chair.**

Moved by: Cody Schniepp                      Second: Dan Elingson

Vote: 6-yes    0-no    0-abstain

### **Motion to take a 10 minute break.**

Moved by: Dan Elingson                      Second: Maggie Burggraaff

Vote: 6-yes    0-no    0-abstain  
The motion carries.

Meeting resumed at 8:21PM

## **13. Diversity, Equity, and Inclusion**

Discussion:

- a. Dashboard Update related to DEI
- b. Governance BOD Committee
- c. Discuss training opportunity
- d. Review response to Authorizer regarding investigation
- e. Continue sharing outcome of investigation with public

Discussion:

Mr. Ellingson said that they have the report. Names are redacted each time someone asks for the information.

### **Motion to approve that the Board review the report before the summary report goes out next month.**

Moved by: Dan Ellingson                      Second: Erik Fair

Vote: 6-yes    0-no    0-abstain  
The motion carries.

- f. BOD By-Law discussion
  - i. Number of members going forward
  - ii. Legal requirements / recommendations
  - iii. Authorizer recommendations

We are down to 6 BOD members. We are reviewing this because of the recommendations in the Report. Can these by-law revisions come back to the BOD by August/September? This topic may fall under governance. We have a few legal requirements that we need to address when doing this.



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### **14. Discussion and Decision - 60 min (BOD Chair)**

#### **a. Set meeting dates for next year's BOD meetings**

Discussion:

Board discussed adding Juneteenth as a holiday or holding board meetings on that date.

**Motion to approve next year's Board Meeting in June to June 20, 2023.**

Moved by: Dan Elingson

Second: Erik Fair

Vote: 6-yes 0-no 0-abstain

The motion carries.

#### **b. Approve BOD meeting format and communication process**

Discussion:

Keep same format

**Motion to keep the same BOD meeting format and communication process.**

Moved by: Dan Elingson

Second: Erik Fair

Vote: 6-yes 0-no 0-abstain

The motion carries.

#### **c. Designate official newspaper for legal publications (BOD meeting agendas, etc)**

**Motion to use St. Paul Pioneer Press and MSA website as the legal publications.**

Moved by: Dan Elingson

Second: Maggie Burggraaff

Vote: 6-yes 0-no 0-abstain

The motion carries.

#### **d. Designate legal counsel for school**

**Motion to keep Ratwik, Roszak, Maloney as the school's legal counsel.**

Moved by: Cody Schniepp

Second: Dan Elingson

Vote: 6-yes 0-no 0-abstain

The motion carries.

#### **e. Academic Committee presentation on student improvement and staff PD goals (Hinton)**

Discussion: There are a high number of middle school students taking the summer school classes. The students are having a nice time.

Presentation by Dr. Hinton.

#### **f. Election Policy Update (Dodge / Burggraaff)**

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Discussion:

Board discussed the timing of the election and voting. The recommendation from Cecelia Dodge and Maggie Burggraaf is for Wendall Slettan to be seated on the BOD in Lisa Anderson's place. This would be a three year term. Theresa Ward is interested in filling in for Annie Cardenas' one year term. They held off on soliciting names for Sandi Overson's board term. They also recommend returning to the previously held requirement - 'all teachers must submit their name to serve on the BOD'. Ms. Dodge believes we need Middle School Teacher voices. There was some disagreement with that belief. The number of the committees that the teachers have to serve on has been reduced in the staff handbook.

Q: Should we seat both of those recommendations?

A: Let's look at the by-laws.

Q: If we make the change to the by-laws, effective next June, then we would have 6 BOD members for another year?

A: This would give the BOD another year to take a look at it.

Q: Should we seat someone next month at the beginning of the meeting?

A: Some BOD members would like to have more than 6 members on the BOD.

Erik Fair will take action and will look at the by-laws and will make a recommendation next month.

### **g. Expansion Committee - RFP Approval (Ellingson)**

Discussion:

On Thursday night, there will be 3 proposals presented.

**Motion to empower the committee to make a recommendation to the board.**

Moved by: Dan Ellingson                      Second: Erik Fair

Vote: 5-yes    Jeff Eng-no    0-abstain

The motion carries.

### **h. Staff Handbook Approval (Dodge)**

Discussion:

Ms. Dodge noted that there were no substantive changes.

**Motion to approve the student Handbook**

Moved by: Cody Schniepp                      Second: Erik Fair

Vote: 5-yes    Jeff Eng-no    0-abstain

The motion carries.

### **i. First Reading Policy 806 Crisis Management (Dodge)**

Discussion:

Ms. Dodge noted that there were very little changes.

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### **Motion to approve first reading of Policy 806 Crisis Management.**

Moved by: Dan Ellingson

Second: Cody Schniepp

Vote: 6-yes 0-no 0-abstain

The motion carries.

### **j. Policy Redlines**

Discussion:

Board discussed the policy redlines. There were multiple policies.

### **Motion to approve the redline Policies with the exception of Policy 205 which will be reviewed in July.**

Moved by: Jeff Eng

Second: Erik Fair

Vote: 6-yes 0-no 0-abstain

The motion carries

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

a. To be determined by 2022-23 BOD / BOD Chair

b. July - appoint members to the MSA Building Company (May be non-BOD members.)

### **16. Meeting Plus/Minus**

Discussion:

Plus - Board stayed on track.

### **17. Motion to adjourn at 10:08 pm.**

Moved by: Dan Ellingson

Second: Jeff Eng

Vote: 6-yes 0-no 0-abstain

The motion carries.

### **Submitted:**

Ia Xiong, Board Recorder

### **Approved:**

Jennifer Bartle, Secretary