

Minutes Approved 6/20/23

**Board of Directors
Open Forum and Workshop
Math & Science Academy
05/15/2023 5pm
Building B and Remotely
8430 Woodbury Crossing, Woodbury, MN 55125**

Call to Order: 5pm by Ellingson

1. Open Forum

- Gary Klonecz- Rose to speak about change to open forum timing. Informed board they have made a request for open records request.

Members Present:

Submitted and approved: DJ Johnston, Board Secretary

Voting:

Dan Ellingson, Chair
Maggie Burggraaff, Vice Chair
DJ Johnston, Secretary
Wendell Sletten, Treasurer
Teresa Ward
Hetal Patel
Stephanie Luedtke

Non-voting:

Randy Vetsch, Director

Absent:

Voting:

Non-voting:
Noah Yehalashet
Joseph Ayalew

2. Workshop Agenda

- a. Sign approved By-Laws
 - i. Bylaws - Final for May BOD Meeting
- b. Strategic Plan & Expansion Vision
World's Best Work Force (WBWF) Gap is closing, but not fast enough - Vetsch
SST-Should continue to improve and reduce the learning gap.
- c. Discussion on community feedback
REFLECT: How did we get here? How do we avoid mistakes of the past, and set a strategic course?
 - By-law/Policy changes will adopt a more transparent review of what actually has been changed. Develop a user friendly way of showing the changes.
 - Discussed moving monthly meeting to Thursday's instead of Mondays... no decision made

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3. Break - 15 min

**Board of Directors
Meeting Minutes
Math & Science Academy
05/15/2023 6:15pm
Building B and Remotely**

4. BOD Meeting Call to Order by Chair (6:15PM)

Call to order by Ellingson at 6:15pm
Vision and Mission read by Yehalashet
Land Acknowledgement read by Ellingson

5. Roll Call of Members

Dan Ellingson, Chair
Maggie Burggraaff, Vice Chair
Wendell Sletten, Treasurer
DJ Johnston, Secretary
Hetal Patel
Teresa Ward
Stephanie Luedtke

Non-voting:

Randy Vetsch, Director
Noah Yehalashet
Joseph Ayalew

Absent:

Voting:
Non-voting:

6. Approval of Agenda/Conflict of Interest - 5 min

Conflicts of interest:

Motion to approve the agenda:

Motion: Ellingson Second: Burggraaff

Discussion:

Patel would like to add Policy 404 to 16k.

Motion to approve agenda as amended.

Yes- 7 no-0 abstain-0

The motion carries.

Motion to add investigation as A1 section 18 in agenda.

Moved- Patel Second- Sletten

Discussion: This was on the agenda at the April 27th BOD meeting, and Patel had motioned at that time to remove it, as it was not complete. Patel noted that board oversight has been requested in the matter. Ellingson reached out for legal advice on if the matter with the investigation was for the BOD or Administration to follow through with, and was advised that it

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was not a BOD matter. Patel stated they did not believe that the attorney had all the relevant information.

Yes-3 no-4 abstain-0

The motion does not carry.

7. Recognition of Visitors

a. Recognizing MSA FTC teams: MFT, RPM, Cyber Machina, and Robo Dragons. Also recognizing coaches for FTC/FRC and lead mentors for the FRC team.

8. Approval of Minutes - 5 min (Ellingson)

a. 04/17/23 BOD Minutes

Motion to approve 4/17/23 meeting minutes.

Moved- Burggraaff Second- Johnston

Yes-6 No-0 Abstain- 1

Discussion:

Appreciate that the discussions are captured.

b. 04_27_23 BOD Special Meeting

Motion to approve 4/27/23 meeting minutes.

Motion- Burggraaff Second- Ellingson

Yes- 5 No-0 Abstain-2

9. Chair's Report

- Ellingson is "giving up" their time due to items being addressed later in the meeting.

10. Student Reps (Ayalew and Yehalashet)

- Yehalashet- Celebration of Asian Pacific Islander heritage- boards were not put out front like they were for Black History Month. Also wondering what can be done as a school to celebrate, rather than just putting up a sign.
- Ayalew- two offers from Universities for their athletics. Was offered to work in the Senate in DC next year- interview upcoming regarding it.

11. Executive Director's Report

a. Director's Report - May 15, 2023

- Enrollment tracker update.
- Example schedule for student "bell times" and schedule.
 - End time adjusted to 3:55 pm to meet MN instructional hours minimum (will have 10 hours more than the minimum). Requirement is 1,020 instructional per year.
 - 30 minutes of advisory per day.
 - Concern voiced by Ayalew on the need behind block scheduling and how it will impact needs for students that need more freedom to move around.
 - Block scheduling will allow prep time for our teachers.
 - Student Success Teams and PLC teams will have built in meeting times in their schedules to help address the needs of students
 - Decrease in passing times to aid building congestion
 - Teachers were given an opportunity to attend Professional

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Development this year to learn more about Block Scheduling best practices

- Staffing and hiring is included in the consent agenda under **HR Transactions**
- Survey results are included later in the consent agenda
- b. Affiliated Building Company Meeting Minutes
 - Overview of the Building Company structure and
 - Committee looked at upcoming projects and needs (classroom remodels, parking lot repairs, other repairs)
 - Will meet again on June 8th to review bids and discuss the needs of the school for the next fiscal year

12. Board Committees

Governance/Policy (Patel)- report submitted.

Merger (Burggraaff)- no report submitted.

Facility (Johnston)- report submitted.

- Ellingson was approached by a contractor that we had previously engaged with. Ellingson and Johnston met with a contractor to touch base on where MSA is currently and the goals for expansion.

Finance (Sletten)- report submitted. Sletten provided an overview of the ERC (Employee Retention Credit) for the BOD.

Motion to approve of April Financials.

Moved- Sletten Second-Ellingson

Yes- 7 No-0 Abstain-0

The motion carries.

13. Consent Agenda

Motion to approve the consent agenda.

Motion- Ellingson Second- Patel

Yes-7 No-0 Abstain-0

The motion carries.

14. Diversity, Equity, Inclusion

a. DEI Training workshop results April 27, 2023 4:30-6:30.

- Acknowledgement that there will be costs and benefits associated with implementing.
- DEI is “not just a sign in a classroom.”

b. Community Engagement discussion.

- Ellingson is hopeful that feedback on DEI will come from community members.

c. DEI Dashboard & next steps.

i. BOD Onboarding Process Improvement - link shared with BOD.

- Ellingson is assisting in the training and onboarding process for new BOD members.

ii. BOD Training before/after seating - for new appointed members.

- What training makes sense for before and after seating of new members.

iii. BOD video training from March 2023 workshop.

- Focus on what you should and should not do as a BOD member.

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15. Scheduled Break 7:01pm-7:09pm

16. Discussion and Decision

a. Dissolution of Merger Committee (Burggraaff).

Motion to dissolve the Merger Committee

Motion- Burggraaff Second- Ward

Yes- 7 No-0 Abstain-0

b. Discuss Establishing BOD Communications Guidelines (Patel).

- Concerns from the IT contractor are “too many cooks in the kitchen” with a single email sign on.
 - Recommendation: if moving forward, one person (Executive Assistant) decides where the email/question goes. IF there is uncertainty on where an item goes, it would be forwarded to the BOD Chair and the Executive Director.
- Concerns that information is not being collectively shared by the BOD members, and that a single email would allow for all BOD members to be able to receive the information.
- Ellingson stated concerns where an individual may not be comfortable addressing all/some of the Board members.
- Concerns from Sletten on following the chain of command in regards to communication guidelines.
- Burggraaff would like to discuss further with IT contractor on the logistics of potentially executing the single BOD email.

C. Policy 405

- New policy for MSA.
- Sletten voiced concern that the Administration would use a point system in hiring. There is a teacher and Admin exemption from using the point system.
- Currently MSA does not ask candidates to identify their military status.

Motion to consider 405 as a first read.

Motion- Patel Second- Burggraaff

Yes-7 No-0 Abstain-0

The first read passes.

d. Staff Handbook

- Followed language updates from Kraus Anderson recommendations.
- Concerns over the required chain of communication flow chart- the chart will stay.

Motion to approve the handbook with the amendment of page 18 of the redlined handbook\ to reflect current Administrative Roles approve the handbook and allow changes that do not change the content of the handbook

Moved- Burggraaff Second-Sletten

Yes-7 No-0 Abstain- 0

The motion carries.

e. Survey Results Discussion

- i. Student Survey- 24 completed
- ii. Staff Survey- 26 completed
- iii. Parent Survey- 91 completed

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- Feedback was that the survey was too long.
 - Positives:
 - Small class sizes
 - Activities
 - Teachers and friendships
 - Mission and vision statement
 - Staff feel supported by administration
 - Areas of growth:
 - Stakeholder input
 - Communication with family
 - Students showing respect for each other
 - Safety
 - Quality of facilities
 - Behavior of students
 - Competitive pay for staff
- f. Finalize Executive Director Employment Agreement.
- Changing format from contract language to the employment agreement template that we use for all other staff to ensure consistency and removal of contract language, as recommended by Kraus Anderson.
 - Burggraaff did not hear feedback from any other members on additions, or changes to the employment agreement.
 - Pay, name, and address will need to be included (without address for public viewing) in the final.
 - The topic of PTO pay out for Executive Director came up in a closed session and was determined not appropriate for the closed session and brought to the open session tonight for discussion.
 - In the current Directors agreement, PTO is fully paid out at the Executive's daily rate of pay (30 days).
 - Discussion on capping the amount at a certain percentage or amount of days for cash out, as the Director makes a substantial daily rate.
 - Remote vs. in person for non student contact days.

Motion to utilize the draft agreement as the Executive Directors agreement and have a discussion about PTO at the next meeting.

Motion- Ellingson Second-Johnston

Yes-6 No-1 Abstain-0

The motion carries.

g. Committee / Community Member Feedback

- Discussed during the workshop how to engage the community better.

h. Community Listening Session / State of School Annual Meeting - March 23, 2023

- Session date was typo-ed- will be May 23rd, 2023
- Sletten has concerns over the timeliness of the event and that in the future we consider posting other open forum listening sessions, potentially during conference time.

i. Approval of Revised 2023-24 School Calendar

Motion to approve the revised calendar.

Moved- Ellingson Second-Burggraaff

Yes-7 No-0 Abstain-0

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j. Discussion and approval of 2023-24 Teacher Pay Scale -

- Vetsch provided an overview of the reasoning behind the pay scale adjustments.
- Payscale is affordable in the 23-24 budget.
- Pay scale includes a 3% raise and the 0.7% includes the additional days in the teacher schedule.
- Concerns over equity of teachers that are currently staff members not benefiting the way new hires would with the scale.
- Burggraaf and Ward are concerned about the confusion created by changing the steps to not be the current year that someone is at. Would like the Administration to clarify in a simpler manner to ensure that all staff understands.
- Johnston voiced concerns that the pay scale does not go far enough in being competitive with our ability to retain and hire quality candidates. Concerned that it is a cost of living increase, not a raise of substance.

Motion to approve the 23-24 pay scale.

Moved- Ellingson Second-Sletten

Yes-6 No-1 Abstain-0

The motion carries.

K. Policy 404

- Concern in language for volunteers stating “volunteers will be background checked” and “volunteers may be background checked.”
- Concerns whether or not to require background checks for committee members, as well as individuals who have direct contact with students.
- Concern over the background check process requiring a 2 week minimum waiting period.
- Volunteers currently do not pay background check fees. Staff are required to pay the \$8 fee.

Motion to approve as a first read 404 Employment Background Check.

Moved- Patel Second-Ellingson

Yes-5 No-2 Abstain-0

The motion carries.

Patel would like to note that they opposed their motion due to wanting the policy to say “will” versus “may.”

17. Future BOD Items

a. June

- i. BOD Seating
- ii. 2023-2024 MSHSL Resolution for Membership

b. July

- i. New board onboarding / training / workshop
- ii. Student-Parent Handbook - 5 min

18. Motion to Enter Closed Session

- a. Previous closed session was not completed, and will be continued at today's closed session.
- b. The meeting will be closed pursuant to Minnesota State Statute 13D.05. Subd. 3b. to evaluate the performance of an individual subject to the board's authority.
- c. Excuse all members from the public in the room, and turn off Youtube video/audio.

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Motion to enter closed session at 8:28pm

Moved- Ellingson Second- Burggraaff
Yes-7 No-0 Abstain-0

19. Open the meeting - 9:38pm

During the closed session, pursuant to MN State Statute 13D.05. Subd. 3b, the BOD discussed the performance of an individual subject to the BOD authority.

20. Meeting Plus / Minus

None noted.

21. Motion to Adjourn 9:38pm

Moved- Ellingson Second- Johnston
Yes-7 No-0 Abstain-0

Submitted: Shauni Holt

Approved: DJ Johnston

MSA Approved Minutes