

**Board of Directors
Workshop Minutes
Math & Science Academy
(04-17-23)
Building B and Remotely
8430 Woodbury Crossing, Woodbury, MN 55125**

Call to Order: 5pm by Burggraaff

Members Present:

Voting:

Maggie Burggraaff, Vice Chair

DJ Johnston, Secretary

Wendell Sletten, Treasurer

Teresa Ward

Hetal Patel

Non-voting:

Randy Vetsch, Director

Noah Yehalashet

Joseph Ayalew

Absent:

Voting:

Dan Ellingson, Chair

Non-voting:

Workshop Agenda: ByLaws Board Discussion (5:00PM - 6:00PM)

Submitted and Approved: DJ

**Board of Directors
Meeting Minutes
Math & Science Academy
(04/17/23)
Building B and Remotely
8430 Woodbury Crossing, Woodbury, MN 55125**

2. Call to Order by Maggie Burggraaff at 6:17pm by Burggraaff

Vision and Mission read by Noah Yehalashet

Land Acknowledgement read by Joseph Ayalew

3. Roll Call of Members

Present:

Voting:

Maggie Burggraaff, Vice Chair

DJ Johnston, Secretary

Wendell Sletten, Treasurer

Hetal Patel

Teresa Ward

Non-voting:

Randy Vetsch, Executive Director

Joseph Ayalew, Student Representative

Noah Yehalashet, Student Representative

Absent:

Dan Ellingson, Chair

4. Approval of Agenda / Conflicts of Interest:

Motion to approve the agenda.

Moved by: Burggraaff Second: Patel

Discussion:

Vetsch- move insurance presentation to start of session

- 15h becomes 5b

Burggraaff- 15a, i, ii, iii becomes 5c

Patel- pull into discussion Policy 304

Burggraaff- 5c needs to be April 2023

Patel- pulling 15j bylaw out of consent agenda

Motion to approve agenda as amended.

Vote: yes-5 no-0 abstain-0

5. MSA Monthly Celebration

Administrative Professionals: Caitlin Bond; Becky Bogan; Emma Tiedeman; Shauni Holt; Amanda Stout; and Joell Pundsack.

5.b. (was 15h) Jenny Wiederholt-Pine from Kraus Anderson (KA) Insurance 2023-24 Health Insurance Proposal:

Charter Schools are required to bid every two years- KA pursues quotes every year. MSA qualifies as small group insurance with 2-50 employees.

KA has narrowed down offerings for annual renewal on August 1st. Would like to run enrollment prior to staff leaving for summer break. HSA plan offered on both options.

- **Option 1:** If we were to keep the exact same plans, Blue Cross does make incremental changes to their plans. Changes are nominal and would affect the employee and their out of pocket exposure.
- **Option 2:** Changing to Medica. The Platinum Plan is significantly richer than Blue Cross's. Out of pocket max for single coverage is \$750 less. \$3,000 per person/not to exceed \$6,000. Quoted with all major care systems. Only disruptions we see are with some chiropractors.
 - After review, the Medica plan was richer than the Blue Cross plans. Medica has multiple therapeutic drugs that are deemed preventive that would be paid for at 100% before deductible kicks in. Some medications for diabetics, high blood pressure, and depression are covered 100%.
 - Strategic long term- more competitive with rates through Medica.
 - Gain the CVS network of pharmacies as in network

Jenny and Randy will present to staff at all staff meetings on Wednesday 4/19/23 to gather feedback. Moving vote to DEI workshop day next Thursday 04/27.

5. C (was 15a) Community Member Board Appointment

Two community member seats are open. Former teacher, Stephanie Luedtke, is present and has expressed interest in the position.

Motion to make Stephanie Luedtke community member of board effective 4/17/23 through 06/2024

Motioned: Burggraaf Second: Patel

Yes- 4 no- 0 abstain- 1

One remaining community member seat is open now until 06/2023.

Burggraaf and Ellingson spoke on the parent position that would be a two month term. Is not an effective slot to fill with the time it would take to fill this seat.

6. Open Forum- <5 min/person (30 mins max)

- Gary Klonz- ethics and bylaw. Received a copy of a student petition that resulted in a duly elected board member to be removed and another to resign. Believes there was collusion behind the scenes. Concerned about the actions of the BOD and student representative.
- Heather Krisko- bylaws. Concerned that no redlined version available and minimal discussion with the public and committee members questions. Concerned that Policy Committee meetings did not follow open meeting law.
- Kim Jensen- bylaws. Concerned with proposed bylaws. Under new bylaws there does not need to be a cause to vote a member off the board.
- Alex Hardtke- 102.2 policy. Is a student at MSA here to address concerns that they felt were targeted from a parent at a previous board meeting. Made a statement about transgender language being intolerant. "Why can't people see that we are the same?" is

a question they were asked by a middle schooler and could not give the student an answer.

- Anne Cardenas- concerns about MSA, the investigation and her dismissal. Requested that the investigator reach out to them directly.

7. Approval of Minutes - 5 min (Burggraaff)

a. Motion to approve the BOD Meeting Minutes, 03/20/23

Moved by: DJ Johnston Second: Ward

Discussion:

Patel- name spelled wrong in a section 15f.

Yeslehenet- misspelling

WYAL instead of WLA in 15d

Motion to approve amended minutes:

Motion: DJ Johnston Second: Ward

Vote: 4-yes 0-no 2-abstain

8. Chair's Report - 5 min (Burggraaff)

Ellingson sent an email to Burggraaff due to being out on business travels. Over the last month a number of requests have been made for more open communication. Working with stakeholders to rectify this.

9. Student Representative Communication and Update (Ayalew and Yehalashet)

- Yehalashet- over 30 students participated at Youth Day at the Capitol today. Were able to meet with Representative Cha and Governor Walz and have a Q/A session.
- Ayalew- member of BSU, one of largest groups at the school. Unity Night will be the BSU's first event hosted this Thursday. Parents had called confused on the purpose/what will be happening. Fundraiser for the BSU, concessions, music, open mic to celebrate students talents through poetry and engagement. Community building activity.

10. Executive Director's Report

- 2023-24 Enrollment Tracker
 - Shows the enrollment and waitlist numbers for 23-24.
- SPED Update
- Transportation Cost Scenarios
 - Gave breakdown of various scenarios.
 - Currently 60% of students use transportation.
 - Challenge is finding land inside 833.
 - Ran scenarios for bus cost for potential merger with WLA. Updates to finances compared to what was in the merger brief.

Discussion:

- Sletten requested long range projections. Feels that a bus fee option would not be equitable to all students.
- Burggraaff requested data on students no longer on bus routes due to driving/carpooling in later grades mid year.

11. Board Committees

Governance/Policy (Patel): Report submitted. No further discussion.

Elections (Burggraaff): Report submitted.

- Overview of results and winners.
- Next year recommendations:
 - Make clear how anonymity is handled.
 - Changes to process to contact winners.
 - Process to gain more voters discussed.

Motion by Burggraaff to approve the results of the election.

Moved: Burggraaff Second: Sletten

5- yes 0- no 1- abstain

Motion by Burggraaff to dissolve the election committee as it has served its purpose for the time.

Moved: Burggraaff Second: Sletten

5- yes 0- no 1- abstain

Merger (Burggraaff): Report submitted. Discussion later in the meeting.

Facilities (Johnston) Report submitted.

- Meetings will be held on the first Thursday of the month.
- Acknowledgement that we have reached capacity and with or without a merger will need to expand facilities.
- Cost of storm shelter will need to be acknowledged with plans to build new or retrofit current facilities.

Finance (Sletten): Report submitted. Sletten provided an overview of the finances.

Motion to approve the February Financials.

Moved by: Sletten Second: Burggraaff

Discussion:

None

Vote: 5-yes 0-no 1-abstain

12. Consent Agenda

a. Second read and approval of:

i. By-Law revisions

1. Bylaws -for 2nd Read for Apr BOD

ii. Policy 102.3 Disability Rights, Inclusion, and Access Proposed

1. Policy 102.3 Disability Rights, Inclusion and Access

2. Policy 208 Compliance Statement

iii. Policy 301 Charter School Admin Proposed

1. Policy 301 Charter Sch Admin

iv. Policy 302 Executive Director Proposed

1. Policy 302 Executive Director

v. Policy 303 Executive Director Selection Proposed

1. Policy 303 ED Selection

1. Policy 304 ED Contract, Duties, Eval

vii. Policy 305 Policy Implementation

1. Policy 305 Implementation
- viii. Policy 306 Admin Code of Ethics Proposed
1. Policy 306 Admin Ethics

b. Discussion

Removed i and v.i

Motion to approve the Amended Consent Agenda.

Moved by: Burggraaff Second: Luedtke

Discussion:

None

Vote: 4-yes -no 2-abstain

13. Diversity, Equity, Inclusion

Discussion: DEI training workshop scheduled for April 27th from 4:30-6:30. Public is welcome to attend but this session will not be streamed.

Burggraaff and Ellingson spoke on improving the training and onboarding process for new board members.

14. Scheduled Break

Burggraaff called for a scheduled break at 7:55pm.

Board resumed the session at 8:03pm.

15. Discussion and Decision

b. Merger Update (Burggraaff / Vetsch)

- i. Non-negotiable List from WLA
- ii. Discussion of Non-negotiable List from MSA

Discussion: Review of the notes from the Merger committee meeting on the non-negotiable list from WLA. Some items do need further discussion to dive into further. Tabled the MSA non negotiable list due to time constraints (first meeting went 2 hours). Next meeting is Monday 4/24 4:15 pm virtually and in person to discuss MSA's non-negotiable list.

d. Executive Director Employment Agreement 2023-24 (Burggraaff)

Discussion: Moving away from language that says "contract." Took a teacher employment agreement and tailored it to the Executive Director's position. Items that would change include pay rate and address information. Suggestion from Sletten to include in person vs. remote days limited to summer only.

Johnston made a suggestion to re-look at teacher PTO, which is currently at 12 days, due to changing circumstances in climate.

Burggraaff suggested finalizing the Employment Agreement by next Thursday's special session (April 27th at 6:35pm). Employment Agreement is due back by the May 15th meeting.

e. Parent and Student Satisfaction Survey Approval (Vetsch)

Discussion:

Sletten would like to see a comment portion for why answers were chosen.

Luedtke would like to see options that explore the answers further by utilizing a scale.

Patel would like to see the survey tiered out (middle vs. high school student).

f. 2023-24 School Calendar Approval (Vetsch) - 5 minutes

Discussion: Increased student contact days to 167 from the 165 we had this year. Fall and

spring conferences added.

Motion by Burggraaff to approve school calendar.

Motion: Burggraaff Second- Johnston

5- yes 0-no 1-abstain

g. 2023-24 School Budget (Sletten/Vetsch)

Discussion: Currently looking at a 3% increase from the state potential in the draft budget. Information from the state will be available in May for a final budget. Budget reflects a 3.7% increase for staff- 3% from the state, 0.7% increase for the additional duty days.

h. moved earlier in the meeting.

i. Discuss Establishing BOD Communications Guidelines (Patel)-

Discussion: Patel suggested making a BOD email where parents are encouraged to contact the BOD. The emails will be filtered through by office staff on whether they are for BOD or administration. BOD emails will be discussed during workshops.

ii. Bylaws Discussion: Patel suggested bringing the Bylaws for a 3rd read next month. Burggraaff suggested bringing this to the staff as well.

Options- Discussion primarily regarded statute surrounding charter school governance rations. To remain 4-3-2 or to change to 3-3-3. IF a teacher is employed as 0.5, they are able to run as a teacher board member. Possibility to propose a teacher with a 0.32 FTE as eligible for the board. Possibility to ask teachers their thoughts on this.

Motion to repeal existing bylaws and adopt the new bylaws with Article 4, section C, number 1a change to 4 license teachers. (“c”) two interested community members Point E) 2 students in grades 10-12 may serve as non-voting student representatives on the board. Amended Title Page

Motion:Patel Second:Sletten

5-Yes 0-no 1-abstain

Motion to submit approved bylaws to teachers for their majority approval of the governance structure..

Motion- Patel Second: Ward

5-yes 0-no 1-abstain

16. Future BOD Items

a. May -

i. Strategic Plan Review - Workshop for May

ii. Staff Handbook

iii. Student-Parent Handbook Discussion

17. Meeting Plus/Minus

Plus: good discussions and a well run meeting

Minus: went over time

18. Motion to Enter Closed Session (Vetsch)

a. 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.

b. Excuse all members from the public in the room, and turn off Youtube video/audio.

Motion to enter closed session at 9:49pm.

Motion: Burggraaff Second: Ward

5 Yes 0 no 1 abstain

19. Open the meeting - 5 mins (Vetsch)

Due to technical issues, we were unable to restart the YouTube stream on Monday evening. At the reopening of the BOD Meeting, the opening statement was as follows:

An investigation of this issue is ongoing by the Administration. There will be an update at the closed session on the 4/27/23 meeting.

20. Motion to adjourn at pm.

Moved by: Luedtke Second: DJ

Vote: 6 -yes 0-no 0-abstain

The motion carries.

Submitted:

Shauni Holt, Board Recorder

Approved: DJ