

# MSA BOD Meeting Minutes 08/22/2023

**Board of Directors  
Meeting Minutes  
Math & Science Academy  
08/22/2023 6:15pm  
Building B Room 302  
[Youtube](#)**

1. **Workshop Agenda (5:00PM - 6:00PM)**
  - a. Teamworks Presentation (10 min.)
  - b. Governance Training and Response to Authorizer (50 min.)
    - Self-Evaluation Review - Sletten
    - Construct Response to *Notice of Concern* - Board
2. Break - 15 min
3. **Open Forum**
  - MSA parent brought a concern of ethics on the board.

4. **BOD Meeting Call to Order by Chair**

Call to order by Sletten at 6:21pm.  
Vision and Mission read by Harms.  
Land Acknowledgement read by Harms.

5. **Roll Call of Members**

Wendell Sletten- Chair  
Dan Ellingson  
Hetal Patel  
Mary Yapp  
Isaac Leonhardi- Treasurer  
Sarah Harms- Secretary

Non-voting:  
Randy Vetsch

6. **Approval of Agenda / Conflict of Interest**

**Discussion:** Conversation between Yapp and Sletten over the tie vote of the vice-chair position and whether it belongs in the chair report (Sletten) or in the discussion/decision section of agenda due to being carry over vote from previous meeting.

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**Motion:** Amend the agenda 15a of voting for the vice-chair position to the discussion section of meeting. Also amendment of personnel report of hiring for seasonal hires to be included in the next personnel report.

**Moved:** Yapp      **Second:** Ellingson

**Discussion:** no further discussion

**Yes:**5      **No:**1      **Abstain:**0

7.      **Recognition of Visitors** *Continued in September*

8.      **Approval of Minutes (Sletten)**

Pre-motion discussion:

Ellingson- closed meeting statement needs to be the same as what was read at the public meeting word for word.

Ellingson- more discussion on the opposing side on the internal investigation by Vetsch - page 13, letter F. Patel suggested utilizing the youtube transcripts to capture word for word.

Yapp- spacing error on Page 7 item b in Patel's name

Sletten- add there was a motion to review attorney documents by Sletten, there was no second and motion failed.

Motion to put the correct second closed meeting statement

**Moved:** Ellingson      **Second:** Sletten

Discussion: Yapp feels that it is important that the minutes accurately reflect what happened.

**Yes:**6      **No:**0      **Abstain:**0

*The motion carries*

9.      **Chair's Report - (Sletten)**

a.      DEI Dashboard/Agenda

- Some items moved to the chairs report to be ongoing. Sletten wants to have DEI to be ongoing to have it be a continuous development.

b.      Vice Chair Update

- Sletten researched reports and Robert's rules and a tie formerly stands. The only way to break a tie is more board members onboarded and to re-vote.

10.     **Student Reps - Continued in September**

11.     **Executive Director's Report (Vetsch)**

- Facility Committee (Vetsch)

- Notice of July and August Minutes

- Things change constantly with the nature of the Facilities Committee.

- a.      Facilities Committee feels it is important to communicate to parents regular updates on expansion

- Expansion Update 23-24

- Administration did meet with the City of Woodbury with a representative from NTH on the possibility of purchasing a site within District 833, as it is currently zoned as an industrial tax code.

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- a. City has an in-house meeting in September to discuss the potential of moving the site out of the industrial tax code. City representative is slightly reluctant to take it off the tax bracket but willing to discuss.
- Met last Friday with the project manager, architect, structural engineer. Some concerns with the potential site.
  - a. Site is 250,000 square feet of office and warehouse space. Taking a warehouse to convert to a school has concerns.
    - i. Heating and AC would need to be replaced
    - ii. Warehouse and school requirements are different- would need to get up to code
    - iii. Adding storm shelter requirements (\$7-9 million, required for anywhere we go for a property). Uncertain if we want to invest this amount if this building does not fit our other needs.
    - iv. Option to “knock down” the warehouse and rebuild.
- **Director’s Report**
  - Committees- Vetsch provided an overview of the number of individuals (54) so far that were interested in joining committees (number from the back to school registration surveys)
  - DEI- overview of demographics on honor roll compared to demographics
    - Concern brought forward that some populations in this report were small and could be identifying information of students
  - MTSS (Multi Tiered Systems of Support) focus overview presented
  - Give to the Max update- purchasing vans is not an option. 15 passenger buses are an option. Further details in Finance Committee notes.

### 12. Board Committees

- **Governance/Policy (Patel)**

- i. Policy Review Plan
  - A. Patel requested clarification on policies that conflict with bylaws and Robert’s Rules and whether the policy committee needs to evaluate the policies that are outdated/out of compliance or if the BOD can agree to abide by the bylaws and Robert’s Rules as the guiding principles.

#### **Discussion:**

Yapp-concerned based on the minutes showing those in attendance of the meetings whether the Governance Committee is fully capturing the diverse perspectives at our school and in our community or if the meetings are being held at the best times.

Patel- agrees with this point and provided a background that some policies are a required policy and is utilizing the administration expertise, and is bringing the policies to the BOD to see if the BOD is comfortable with converting the policies to the charter model.

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Yapp- seeking clarification why the administration is calling the meeting and not the board member chairing the committee. Patel stated that they were traveling during these meetings and stated that they should have asked another BOD member to call these meetings.

Sletten stated that certain policies are influenced by the state mandated policies.

- **Finance (Leonhardi)**
  - a. Revenues and expenditures for fiscal year 2022-2023 are preliminary at this point and will not be finalized until the audit to occur later in fall
  - b. Leonhardi provided an overview of the financials from the finance committee meeting minutes

### **Discussion:**

Sletten stated that there was discussion at the meeting with Reeves that there was funding available for TeamWorks training.

Yapp asked for clarification on the Xcel deductions twice- this is due to the 4 buildings meters/billings schedules.

Motion to approve the finances.

**Moved:** Leonhardi     **Second:** Patel

**Yes:6   No:0   Abstain:0**

*The motion carries*

### **13. Consent Agenda -**

**Motion** to approve the consent agenda.

**Moved:** Sletten     **Second:** Patel

**Yes: 6   No:0   Abstain: 0**

*The motion carries*

### **14. Strategic Plan Update (Vetsch)**

- Vetsch provided an overview of the strategic plan and success for all students
  - Patel suggested adopting the LGBTQIA+ throughout the document. Vetsch will make the changes throughout the document.
- No further questions.

**Motion** for 5 minute recess and reconvene at 7:41pm

**Moved:** Sletten   **Second:** Ellingson

Reconvene at 7:41pm.

### **15. Discussion and Decision**

- a. Voting for Vice-Chair
  - i. Patel provided clarification that there was not a requirement for there to be a vice-chair but the bylaws stated there would be a vice chair

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- ii. Ellingson stated that having a vice chair was good to ensure that there was procedures followed
- iii. Yapp stated that the original motion in July was to table to August and that Sletten was assuming that everyone would vote the same

**Motion** to table voting Vice-Chair to September.

**Moved:** Sletten **Second:** Harms

### **Discussion:**

Yapp- sees potential to gain one teacher BOD member and two community BOD members who have expressed interest but does not know their knowledge of the BOD members running for vice-chair. This would result in an odd number of members on the BOD if all three members were seated. Patel and Ellingson are abstaining from voting for vice chair.

**Yes:** 2      **No:**2      **Abstain:** 2 (Patel and Ellingson)

*The motion fails and the vice chair position goes to a vote between Patel and Ellingson in a paper ballot, collected by Secretary Harms.*

Ellingson: 3

Patel: 3

**Re-Motion** to table the vote for vice-chair in September.

**Yes-** 4   **No-** 0   **Abstain-** 2 (Patel and Ellingson)

*The motion carries*

### **b. Decision - BOD Training (Vetsch/Sletten)**

■ BOD Retreat - October 14, 2023 from 9 a.m. to 12 p.m.

■ Approval of TeamWorks Contract

- Patel- Charter designated training program, MN statute savvy, coach through issues actively. Hit their big three requirements.
- Leonhardi- important that will be here every meeting and help evaluate things that we might not see in self evaluations.
- Ellingson- happy to see move in this direction. Does not have an opinion on it.
- Yapp- likes the intent. Concerned with the level of charter school experience they have based on what is on the website and what the trainer had to say today. Struggles with TeamWorks on a diversity standpoint. Sees a positive that they would be at the meetings, but only with what we would put in place at the meetings. Likes where we are going with the intent but is uncertain if TeamWorks is the right vessel to use.
- Sletten- having a system in place to help guide in moving forward and guidance in governance is important.
- Harms- does not see other options currently and has this trainer here currently. See positive of going through in person training and benefit.

**Motion** to approve the contract with Teamworks

**Moved:** Sletten      **Second:** Leonhardi

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**Discussion:** Ellingson clarified that it was a year-long contract for \$15,000. Sletten clarified that we were still able to work with Paula Forbes and that TeamWorks had worked with them previously.

**Yes-5 No-1 Abstain-0**

Confirmation that this does include the October 14th workshop by Sletten.

**c. Decision - (continued) Response to Authorizer *Letter of Concern* - (Sletten)**

**Motion** to approve the authorizer letter of concern.

**Moved-** Sletten **Second-** Patel

**Discussion-** none

**Yes- 6 no-0 abstain- 0**

*The motion carries.*

**d. Discussion - Policy 202 and 203.1 - (Patel)**

- Sletten suggested tabling the 200 series until training with TeamWorks

**e. Decision - Pledge of Allegiance Policy Waiver - (Sletten)**

- Policy 531

**Motion** to waive Policy 531.

**Moved:** Sletten **Second:** Patel

**Discussion:** Ellingson provided an overview that it is a students choice to recite it and not a mandate.

**Yes-6 No-0 Abstain-0**

*The motion carries.*

**f. Decision - SAM Renewal Application - (Vetsch)**

- Vetsch-provided an overview of the application due by September 1st, 2023. All data (MCA is coming out this Friday) not available yet. PSAT scores are not available until this fall.
- Yapp- page 2 Building C 2018/2019 is when we started leasing Building C.
- Yapp- page 4, paragraph 2: point of clarification 4 teachers referenced there had different term ends than what were referenced
- Yapp- page 11 goal 4: no data there. Vetsch stated that they believe that there was not evaluation/satisfaction survey done on Interim Executive Director
- Ellingson- clarification on math scores
- Patel- MSA grading is not reflective of the MCA scores. Vetsch provided clarification of alignment of curriculum to state standards. Yapp provided clarification that MCA is a snapshot of a specific date/time.
- Yapp- would like to see the honor roll data brought into this report to the authorizer. Vetsch stated this is not something that is being asked.

**Motion** to approve the draft of SAM Renewal Application.

**Moved:**Harms **Second:**Sletten

**Discussion:** none

**Yes:6 No:0 Abstain:0**

*The motion carries*

**g. Discussion - Bonding/Expansion - (Vetsch)**

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### ■ Expansion Presentation

- Vetsch provided an overview of developing the current site into a K-5 IF funding and a new site works out to provide a seamless K-12 program and not have a competing Charter School in the 833 district. Would have our own feeder program and lease payments that could carry our own debt service and lease payments to support the new facility.
- Vetsch shared expansion budget model provided by BKDV of the K-12 and surplus, showing a stable financial position
- Information could be subject to change due to the changing expansion plans
- Bonding individual is working on a timeline

Ellingson- could this be a distraction for us? Vetsch clarified that 6-12th is our primary focus before we even begin planning anything to start an elementary school.

Sletten- what is presented tonight shows a K-5. We need something that shows a 6-12 only as well. Vetsch stated that bonding is working on that as well and will be presenting in September as well.

Yapp- surprised to see the K-5 and K-12. This idea had not been brought up before. HAs there been due diligence? There is a STEM elementary in Woodbury already that is a feeder school.

Patel- referenced the previous section that the City of Woodbury is reluctant to change the tax of the property that MSA is looking at. Vetsch verified that the City would be discussing in September.

### h. Discussion - Listening Session - (Sletten)

- Sletten provided a document to the BOD for the listening session. Format is 2 minutes per speaker. Half sheet must be filled out prior to the session and turned out to the facilitator. Role as a BOD member is to listen and to not respond and to thank the speaker for their time.

■ *Yapp walked out at 8:44pm and returned.*

### i. Appointment of Community Members - (Sletten)

- One year term- Linzmeier
- Two year term-Kinkle

**Discussion:** Yapp asked if there was a question and answer session for the community members so that the BOD could get to know them a bit more. Sletten stated that it is not standard practice to bring someone up for a question and answer session.

**Motion** to approve Linzmeier to the one year appointment.

**Motion:** Sletten **Second:** Patel

### **Discussion:**

Yapp- stated that they did not know Linzmeier personally but were happy to see they were a Woodbury resident. Would love to know more about what attracts them to the position. Concerned that as a BOD member they have a prior shared employed experience with two administrators. However, they know they need a community member on the board and are struggling with the decision.

Sletten- feels they can bring perspectives we are unaware of and valuable insight.

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**Yes:5 No:1 Abstain: 0**

*The motion carries.*

**Motion** to approve Kinkel to the 2 year community member term.

**Motion:** Sletten            **Second:** Patel

**Discussion:**

Sletten- states that the statement is a good strong statement of the asset bringing forth to the school.

Patel- feels good holistic student focus in the statement.

Yapp- likes vast amounts of experience and higher education experience, but feels that there may be a conflict of interest due to Kinkle doing an observation at MSA.

Vetsch- verified that Kinkle is not 1099 or W2 and that Community members are able to volunteer at the school, and that an observation for an administrator licensure are not the same as observations for a teacher licensure.

**Yes:5 No:0 Abstain: 1 (Yapp)**

*The motion carries.*

**j. Reading of Oath and Seating of new members - (Sletten)**

Lozano, Linzmeier, Kinkel- oath of office read and seating of BOD members completed

**16. Future BOD Items -(Sletten)**

- a. Meeting Location 8A (Weirick- Chemistry)
- b. September BOD Training - Liz Wynne
- c. Listening Session Review during September Workshop
- d. Annual Report Review- due to Authorizer on October 1st, 2023 (will be item for discussion/decision)
- e. Committee Assignment- item for approval at next meeting

**17. Motion to Adjourn at 9:06pm**

**Moved:** Yapp    **Second:** Ellingson

**Yes:9 No:0 Abstain:0**

*The motion carries and the meeting adjourned.*

**Submitted:** Shauni Holt, Board Recorder

**Approved:** Sarah Harms, Board Secretary