



DRAFT NOT YET APPROVED

The monthly meeting of the MSA Board of Directors was held on:

Tuesday, September 26th, 2023

MSA Building A Room 8, 8430 Woodbury Crossing, Woodbury MN 55125.

MEETING MINUTES

1. Open Forum

- A stakeholder with concerns related to the policy 413 on tonight's agenda and consistency with other policies phrasing.

2. BOD Meeting Call to Order by Chair at 6:15pm

Vision and Mission read by Lozano.

Land Acknowledgement read by Lozano.

3. Roll Call of Members

Name	Present/Absent
Wendell Sletten, Chair, Teacher Member	Present
Isaac Leonhardi, Treasurer, Teacher Member	Present
Sarah Harms, Secretary, Teacher Member	Present
Karina Lozano, Teacher Member	Present
Dan Ellingson, Parent Member	Present
Jules Kinkel, Community Member	Present
Brian Linzmeier, Community Member	Present
Hetal Patel, Parent Member	Present
Mary Yapp, Parent Member	Present
Randy Vetsch, Ex-officio	Present
Joseph Ayalew, Student Representative, Ex-officio	Present
Josh Balami, Student Representative, Ex-officio	Present

4. Approval of Agenda/Conflict of Interest

Explanation	BOD member Yapp requested to move Policies 417, 418, and 510 to
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	discussion. BOD member Yapp asked to move the Hiring Report to discussion from the consent agenda.
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Motion	Motion to amend the agenda to switch the order of 8a and 8b.
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Made By	Yapp	Seconded By	Leonhardi
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Discussion	With the Finance and Governance committees, BOD members are allowed on them as long as there is not a quorum present. Idea brought forth amending the vice-chair position that if the chair is a member of a committee and needs to be absent from a committee meeting, the vice-chair would attend in their presence. This would need to be amended in the bylaws. Member Yapp stated that the outcome of the Vice-Chair Election would be perceived as one-sided and not represent all voices if a certain candidate was elected. Chair Sletten called Member Yapp out of order as their comments are based on assumptions and divisive. The board and administration have gone to great lengths to be inclusive and welcome all members of the board and stakeholders to participate in BOD governed committees.
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Vote		Yes	Yapp Leonhardi	No	Lozano Harms Sletten Patel Kinkel Linzmeier Ellingson	Abstain	<i>none</i>
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Decision	The motion does not carry.
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5. Approval of Minutes

Explanation	a. July minutes item F.
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Motion	Motion to amend the minutes with the notes that were shared by Ellingson with amendment of "his" placed in front of investigation.
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Made By	Ellingson	Seconded By	Yapp
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Discussion	The discussion was paraphrased to several bullet points by the board member. Importance to ensure that minutes are not one sided.
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Vote		Yes	Sletten Harms Leonhardi Ellingson Patel Lozano Kinkel Linzmeier Yapp	No	<i>none</i>	Abstain	<i>none</i>
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Decision	The motion was carried unanimously.
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Explanation	b. August Minutes
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Motion	Motion to approve the August minutes.
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Made By	Sletten	Seconded By	Yapp
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Discussion	Request for the minutes to be amended under the strategic plan. The strategic plan was not board approved and should not have a date, as it was presented to the BOD in August. A board member would like to have documented under number 14 that there was a request to meet with Vetsch about the strategic plan. A request from a board member on page 8 to add the word “administrative observation” to their comment.
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Vote		Yes	Sletten Harms Leonhardi Ellingson Patel Lozano Kinkel	No	<i>none</i>	Abstain	<i>none</i>
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			Linzmeier Yapp				
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Decision	The motion was carried unanimously.
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6. Board And Administration Reports

Ellingson left the meeting at 6:56pm.

○ **Board Report**

- Recognition of Visitors - Summer Staff.
- Workshop Update:
 - Beneficial to come to table fresh for the meeting and open minded versus mentally fatigued from a workshop prior to a meeting;
 - Community is welcome to reach out to the Policy Committee with questions between first and second reads.
- Board Retreat - Oct. 14th.
- August Minutes Update:
 - Sletten and Harms met with the Board Recorder in regards to meeting minutes earlier in the month. Sletten provided a document from MACS with an overview of the summary changes;
 - As BOD leaves the table, decisions are made collectively and the minutes are to reflect that.

○ **Executive Director Report**

- Facilities Update:
 - Forgoing previous property found due to structural issues and concerns;
 - Currently searching for property in 833 to build new 6-12;
 - Looking to switch construction companies to meet cost criteria;
 - Goal of 2025-2026 in new site.
- Director’s Report:
 - Vetsch provided an overview of the strategic plan;
 - Vetsch took initiative to share goals for this year.

○ **Financial Report - Leonhardi**

Explanation	Overview of financials and reports submitted by Treasurer, Leonhardi.
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Motion	Motion to approve the August financials.
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Made By	Leonhardi	Seconded By	Patel
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Discussion	Public thank you from a board member to the companies that are making the donations. There are also employers out there that have dollars for doers campaigns- would like to see those companies thanked publically. Some donations are targeted to specific departments and the remainder are sent to the annual fund/general donation fund. Agreement among board members that a thank you needs to go out to donors.
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Vote		Yes	Sletten Harms Leonhardi Patel Lozano Kinkel Linzmeier Yapp	No	<i>none</i>	Abstain	<i>none</i>
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Decision	The motion was carried unanimously.
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- **Governance/Policy Report - Patel**
 - Minutes submitted by Patel. No questions from the BOD members.
- **Student Representative Report**
 - Welcome of Students Reps, Josh Balami and Joseph Ayalew.

7. Consent Agenda

Motion	Motion to approve the consent agenda as amended.
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Made By	Sletten	Seconded By	Patel
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Discussion	No further discussion.
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Vote		Yes	Sletten Harms Leonhardi Patel Lozano Kinkel Linzmeier Yapp	No	<i>None</i>	Abstain	<i>None</i>
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Decision	The motion was carried unanimously.
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**Motion for 3 minute break at 7:30 and reconvene at 7:33pm. All in favor.
Reconvened at 7:?? Due to technical difficulties.**

8. Discussion and Decision

- Decision - Vice-Chair Elections - (Sletten). *Member Patel abstained. Anonymous paper ballot conducted and counted by Harms.*
 - Patel- 5 votes
 - Ellingson- 2 votes

Patel is named the new vice-chair.
- Decision - Committee Member Approval - (Vetsch)
 - Finance Committee

Motion	Motion to approve the Finance Committee members.
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Made By	Sletten	Seconded By	Leonhardi
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Discussion	<p>Impressed by the financial background of the parents that were involved. No other parents interested in sitting on the committee at this time. BOD members were invited to participate in BOD Governed Committees and are invited to listen in at Admin Level Committees. Members should email the chair of the committee they wish to attend in advance to prevent quorum.</p> <p>No board members spoke up interested in joining the committee as a member at that time.</p>
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Vote		Yes	Sletten Harms Leonhardi Patel Lozano Kinkel Linzmeier Yapp	No	None	Abstain	None
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Decision	The motion was carried unanimously.
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- Governance Committee

Motion	Motion to approve the Governance Committee members with the addition of Megha Kuchangi.
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Made By	Sletten	Seconded By	Kinkel
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Discussion	Deferment to the committee chair's on what the committee member's requirement is of how many meetings are required to be a member of the meeting.
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Vote		Yes	Sletten Harms Leonhardi Ellingson Patel Lozano Kinkel Linzmeier Yapp	No	<i>None</i>	Abstain	<i>None</i>
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Decision	The motion was carried unanimously.
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- Discussion - Listening Session Update - (Sletten)
 - BOD in favor of having something on a website that has all communications in one spot for ease of access and potential to have everything available in other languages. Potential to streamline the communications over social media to one page versus the current multiple.
- Decision - Revised Student Handbook - (Vetsch)

Explanation	Request from the Woodbury Library to remove them as an after school option, as they are becoming inundated with individuals coming. The library does not want it advertised, as they are not responsible for childcare.
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Motion	Motion to approve the handbook as amended.
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Made By	Sletten	Seconded By	Linzmeier
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Discussion	An update will be provided in the BOD update and the update from Vetsch to parents.
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Vote		Yes	Sletten Harms Leonhardi Patel Lozano Kinkel Linzmeier Yapp	No	<i>None</i>	Abstain	<i>none</i>
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Decision	The motion was carried unanimously.
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- Discussion - Policy 413 Harassment and Violence - (Patel)
 - MDE model was followed and discussed by the Governance Committee. Feedback given to be more inclusive of other protective classes in language. Question if the terms we are providing are enough to use as an umbrella term to protect these classes.

Patel left the meeting at 8:12pm.

- Decision - Repeal of Policies

Explanation	Policies 401, 428, 429. None of these are mandatory policies and they are covered by law. 401 is an Administrative function.
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Motion	Motion to repeal Policy 401.1 with the directive to Administration to include it in the employee handbook.
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Made By	Kinkel	Seconded By	Sletten
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Discussion	A shorter reference in the employee handbook for employees that reassures them they are protected under state law.
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Vote		Yes	Sletten Harms Leonhardi Lozano Kinkel Linzmeier Yapp	No	<i>None</i>	Abstain	<i>None</i>
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Decision	The motion carries.
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Motion	Motion to repeal policy 428.
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Made By	Kinkel	Seconded By	Harms
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Discussion	MSBA currently does not track the legislation, so we would not be able to keep current. We would not be able to keep track of any changes that would put us out of compliance with a policy.
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Vote		Yes	Sletten Harms Leonhardi Ellingson Lozano Kinkel Linzmeier Yapp	No	<i>None</i>	Abstain	<i>None</i>
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Decision	The motion was carried unanimously.
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Motion	Motion to repeal Policy 429.
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Made By	Kinkel	Seconded By	Sletten
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Discussion	Employee dishonesty is an Administrative role. The BOD would have authority over one employee, the Executive Director, and this policy falls outside of the BOD. The current policy does not have a legal cross reference, and was historically created by MSA. The BOD and administration have a code of ethics that guides them in their authority.
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Vote		Yes	Sletten Harms Leonhardi Ellingson Lozano Kinkel Linzmeier Yapp	No	<i>None</i>	Abstain	<i>None</i>
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Decision	The motion carries.
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- Discussion/Decision - MSA Annual Report 2022-23 - (Vetsch)
 - The report is due by October 1st.

Discussion	<p>The board went through the annual report with Vetsch. There were numerous content, grammatical, and spelling errors that have been requested to be fixed; additional data will be added to the report.</p> <p>Vetsch will reach out to the Authorizer on the potential for an extension for the due date for the annual report.</p>
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9. Policy 417 and 418.

Discussion	<p>Suggestion of rewording policy to say “including, but not limited to”.</p> <p>Clarification that the School Counselor and Administrators are the pre-assessment teams. Further research will need to be done on the searches and who will do them.</p> <p>Agreement on the verbiage to have a drug and alcohol free workplace.</p> <p>Rephrase with substance vs. drug and alcohol.</p>
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Motion	Motion to table policy 417 and 418 and send it back to the policy committee for further discussion.
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Made By	Sletten	Seconded By	Linzmeier
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Discussion	No further discussion.
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Vote		Yes	Sletten Harms Leonhardi Lozano Kinkel Linzmeier	No	<i>None</i>	Abstain	<i>None</i>
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Decision	The motion was carried unanimously.
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Explanation	Policy 510 was first read and was mistakenly pulled out.
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Motion	Motion to approve the first read of policy 510.
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Made By	Kinkel	Seconded By	Yapp
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Discussion	The policy was good.
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Vote		Yes	Sletten Harms Leonhardi Lozano Kinkel Linzmeier Yapp	No	<i>None</i>	Abstain	<i>None</i>
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Decision	The motion was carried unanimously.
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Hiring Report

Explanation	<p>A board member brought forth concern that student teachers are not on the hiring report. The board acknowledged that student teachers were not members of the school's payroll. A concern that if there is ever a question about the student teacher it will be brought to the BOD and put them out liability wise. Would like BOD to be made aware of a consent agenda item.</p> <p>Clarification that the substitute teachers are on call substitute teachers. Request for more clarity on the teacher content role in the hiring report.</p>
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Motion	Motion to approve the staffing report and have Sletten look into the Student Teacher procedures.
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Made By	Yapp	Seconded By	Kinkel
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Discussion	Sletten will look into student teacher contracts and if they need to be approved at the BOD level, or if it is just a courtesy for the board to know. For future hiring reports, Vetsch will provide content specific descriptions of what subject matter and grade level a staff member is part of.
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Vote		Yes	Sletten Harms Leonhardi Lozano Kinkel Linzmeier	No	<i>none</i>	Abstain	<i>none</i>
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Decision	The motion was carried unanimously.
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h.Directors Review Plan
 With new BOD members, it has been rescheduled from the initial September meeting. Instructions on the process were given.

10. Future BOD Items

- October Retreat - October 14th; 9 AM - 12 PM
 - Bring an item that represents why you wanted to be on the BOD.
- October Regular Meeting - October 24th; 6 PM
 - The tabled annual report will come back for review.
 - AP scores breakdown, if possible.

11. Motion to Adjourn

Motion	Motion to Adjourn 9/26/2023 BOD meeting at 9:44pm
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Made By	Sletten	Seconded By	Kinkel
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Discussion	No further discussion.
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Vote		Yes	Sletten Harms Leonhardi Lozano Kinkel Linzmeier Yapp	No	<i>None</i>	Abstain	<i>None</i>
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Decision	The motion carries.
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Submitted: Shauni Holt, Board Recorder

Approved: Sarah Harms, Secretary