



The monthly meeting of the MSA Board of Directors was held on:
Tuesday, October 24th, 2023
MSA Building A Room 8, 8430 Woodbury Crossing, Woodbury MN 55125.
MEETING MINUTES

1. Open Forum

- o *No participants at tonight's open forum.*

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

Vision and Mission read by Balami.
 Land Acknowledgement read by Ayalew.

3. Roll Call of Members

Name	Present/Absent
Wendell Sletten, Chair, Teacher Member	Present
Hetal Patel, Vice Chair Parent 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
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

Motion	Motion to approve the agenda.
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Made By	Lozano	Seconded By	Linzmeier
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Discussion	<p>Request to table 8a, item 3 (515a to repeal) until November BOD meeting. At the Governance Committee it was established that a new policy needed to be implemented at the time of repeal.</p> <p>Clarification to add approval for October 14th 2023 Special Meeting to November's BOD meeting agenda due to business being conducted during that meeting.</p>
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Motion	Motion to approve the agenda as amended.
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Vote		Yes	Sletten Leonhardi Harms Lozano Ellingson Linzmeier Kinkel Patel Yapp	No	<i>None</i>	Abstain	<i>None</i>
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Decision	The motion was carried unanimously.
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5. Approval of Minutes

Motion	Motion to approve the 9/26/23 meeting minutes.
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Made By	Sletten	Seconded By	Lozano
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Discussion	<p>At the bottom of the minutes, Harms is identified as the Treasurer versus the Secretary.</p> <p>Ellingson's name is mentioned in the votes after they left the meeting on some pages. Strike their name from the votes, after page 4.</p> <p>Page 8- the explanation where it says policies 428 and 429- believes this is supposed to be 401.1 for administrative function.</p> <p>Page 10- under the annual report that we clarify who it is due to by October 1st.</p> <p>Page 10, Number 9- there is a typo on the same page (agreement on the verbiage).</p>
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	<p>Page 6- Add reconvened time if possible.</p> <p>Page 1 and 2- For consistency, a request to strike Yapp's name to be consistent with the remainder of the document and refer to them as a board member. Clarification that page 1 would strike Yapp's name, but page 2 would remain under "discussion" due to being a call out of order.</p> <p>Discussion occurred over consistency of how to identify board members in meeting minutes by name versus by "a board member" and how to stay consistent and whether board members need to be identified by names or by "a board member".</p> <p>Comment made that the template was easy to read. The board members agree that more research needs to be done on how to identify board members in documents going forward for further clarification. Further research of usage of names within context will be done.</p>
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Motion	Motion to approve the 9/26/23 meeting minutes with the changes discussed.
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Discussion	No further discussion
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Vote		Yes	Sletten Leonhardi Harms Lozano Linzmeier Kinkel Patel Yapp	No	<i>None</i>	Abstain	Ellingson
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Decision	The motion was carried.
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6. Board and Administration Reports

a. Board Report- Sletten

- i. Recognition of Visitors - Lunch Monitors and Parking Lot Attendants
 - 1. Recognition that without these individuals, our school would not function in the manner that it does. Their time and emphasis on our students' safety is a huge value to our school.
- ii. Workshop Update
 - 1. Board retreat on 10/14/23
 - 2. Shared message to the community is that we acknowledged our deficits and growth areas as well as our strengths. We learned about



each other and who we are, our histories and how we came to be here and we appreciated the acknowledgement of when we jumped the line and the reminder to be inclusive and have a whole school mindset rather than an individual mindset and have better understanding of our roles and responsibilities forecasting long range planning and building for our future.

iii. Student-Teacher Contract Update

1. A college representative verified that there is language in the contract with the school that there is a liability through the college/school being attended and this is universally through all MN colleges.

b. Executive Director Report- Vetsch

i. Facilities Committee Update

1. Vetsch provided an overview of the expansion plan with scenarios that included information on bonding and financials
2. Figures were prepared by bonding at Beard by Bruce Swanson
3. MSA is approved for two sites
4. Kraus Anderson construction agreed to meet at price point of \$200 per square foot for 140 square foot building with precast walls, allowing us to stay with our current construction firm
 - a. Next Facilities meeting is November 2nd
5. Timeline for bonding and construction will be aligned and shared with BOD in November

ii. CSP Grant

1. Vetsch provided an overview of the grant and that MSA is a qualified school.
 - a. Significantly expanding enrollment and adding grade levels qualifies our school
 - i. Funding will be available at the end of this month for expanding, based on a conversation Vetsch had with an individual in the Charter division at MDE. Amount would be between \$175-225k per year for three years. Certain specifics that can be purchased with this funding.

iii. ABC Minutes

1. Meeting covered expansion and roof claim replacement due to damage. This claim is being paid mostly by our insurance claim.
 - a. Part of roof construction is complete, and the remainder will be completed during the week of November 6th.

iv. Strategic Plan Dashboard

1. Adding in restorative circles and chats

v. ED Annual Goals



1. Vetsch added their annual goals and personalized them to what their role is in the areas.
 - a. School lunch program- if it is deemed financially feasible for MSA to complete in this timeline
 - b. CSP- added for this upcoming school year
- vi. Enrollment 10-1-23
 1. MARSS report will be submitted to the state report at 664 for enrollment
 2. More students took PSEO (*will be further addressed during the Finance Report*) than planned. More students took PSEO this year than in the last 5 years, based on report presented by Vetsch
 - a. Original budget was based on a conservative enrollment number of 50 PSEO students, 40 12th graders and 10 11th graders.
 - b. Actual PSEO participation numbers did not come out until the first MARSS report at the end of August. MSA was on track through the end of July until the submission of this report.
 - c. Discussion on PSEO historical report presented and plan to prevent this type of deficit in the future related to deficit related to PSEO
 - d. Concerns raised on why specific numbers were looked at versus percentages when forecasting PSEO numbers.
 - i. Verification that the personnel responsible for PSEO changed, but the process has not changed
 - e. A board member raised a question about if the change in enrollment was looked at after July for “drops and adds”
 - f. Student Representative reminded that the vision and mission of MSA included getting students ready for college, and PSEO assists with getting students ready for college and fulfills that goal
 - i. 93% of our seniors are currently enrolled in PSEO
 - g. Verification that Vetsch is responsible for creating the budget in partnership with *Creative Planning*
 - i. Vetsch acknowledges that it was a flawed situation to have someone who works a 10 month position take ownership over the PSEO enrollment process
 - h. Agreement among the BOD that we need to get into the finance report to move forward with the discussion
- vii. SAM Renewal Contract
 1. Currently working on renewal contract
- viii. Communication Update
 1. Updated log to include issues brought up last month.



- a. Website and Skyward have translation services
- b. MSA uses a translation service for families that need an interpreter
- c. Families that identified English language not spoken at home have been contacted. One family identified needing services for conferences. The translation will be done by a virtual vendor.

ix. HR Hiring Report

1. Winter activities not included on this report, as they are currently being sent out

c. Financial Report - Leonhardi

1. Working budget deficit of **\$152,268**
 2. ADM 573, which is 23 less than the original planned budget
 - a. 11th and 12th grade numbers decreased due to PTO
 3. 103 projected days cash on hand, meets 60 days cash on hand requirement
 4. **0.81** debt service ratio. Need above 1.0 to meet bond convenance. Will need to investigate further what this means with *Creative Planning*
- ii. ECF (*Emergency Connectivity Fund*)- ETA January/February
 - iii. ERC (*Emergency Connectivity Fund*)- unknown date of when this will arrive. \$643,889.44, however the arrival date is unknown
 - iv. Current plan is to be mindful of spending from what has not already been budgeted for

Decision Needed:

Option 1: Revised budget with deficit of \$0

Option 2: Let this go for now and see what happens

1. Recommendation from the Finance Committee and *Creative Planning* advised to wait until January knowing that other things could change.
2. The BOD needs to discuss a best decision to move forward
 - v. Concern that operating in a negative could affect the school quickly. Having a message to staff that they cannot have something or have something fixed can be demoralizing.
 - vi. Fundraising committee has a goal of \$60k for activities and teacher needs. Committee has discussed increasing the goal to \$120k.
 - vii. Concern that the ERC grant has already been promised to staff to help retain teachers and invest in pay equity. If it is used for other purposes, it may have a negative impact on our staff.
 - viii. Question raised to Vetsch on how this be resolved
 1. Technology Grant will have an impact on the budget when it arrives.



- 2. All staff are given professional development money (\$1,000). Last year we gave staff that applied additional grants due to not all funds being used. This is not a requirement, and this could be a savings.
 - a. Concern raised over how this would be done in an equitable manner. Vetsch stated that they would look at how to not impact students.
- 3. Additional fundraising goals
- ix. Plan to communicate to staff
 - 1. Special meeting to address the situation
- x. A board member raised a question on if staffing could be effected in the future as a result of this deficit
 - 1. Vetsch does not believe that staffing needs to be adjusted at this time. All EA's are SPED and there is not a cost savings there to the school due to the school being reimbursed 96% of their pay. Teachers are all needed due to course schedules. Potential that hourly positions could be removed or adjusted in January.
- xi. Questions raised on whether block scheduling impacted the PSEO numbers.
- xii. Acknowledgement that the BOD is an oversight over the budget, but Administration has the role to decide where the budget needs to have the budgetary cuts with *Creative Planning*. This will need to be brought to the Finance Committee and the BOD.
- xiii. At the top of page 4 of the Finance Committee minutes, the wording was confusing. Clarification that the BOD needs to approve the finance reports at tonight's BOD meeting and the finance committee acknowledges that fact.

Motion	Motion to approve the finance reports with the addition of a plan to address the deficit from Administration by the November 14th, 2023 BOD workshop.
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Made By	Leonhardi	Seconded By	Kinkel
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Discussion	Verification that the date was included on the motion.
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Vote		Yes	Sletten Leonhardi Harms Lozano Ellingson Linzmeier Kinkel Patel	No	<i>None</i>	Abstain	<i>None</i>
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			Yapp				
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Decision	The motion was carried unanimously.
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d. Governance/Policy Report - Patel

- i. Verification that the individuals crossed out were absent from the meeting.
- ii. A board member clarified that Policy 410 does not contain redlining due to being the new MSBA version of the policy. Verification that there were no changes from the first read to the second read.
- iii. Pronouns will be addressed with the Governance Committee
- iv. Question about Policy 520 student surveys- are parents able to request a copy of the questions being asked. This policy is not in the packet, but was discussed in the Governance Committee Minutes.
 - 1. Policy states that parents need to be given a copy of the survey in advance

e. Student Representative Report

- i. Student Athletics
 - 1. Girls Volleyball has done very well this year and has a sectional game coming this week on 10/26/23.
 - 2. Girls Cross Country won 1st in conference
 - 3. Boys Cross Country won 2nd in conference
 - 4. Acknowledgement that it is not easy having the dual role of a student athlete
- ii. Clubs
 - 1. Black Student Union has become the biggest club at MSA and is currently trying to plan a field trip for a civil rights tour in Atlanta, GA.
 - 2. Christian Youth United is a club that had a first meeting today.
 - 3. Student Initiative- bringing the students closer to the students at MSA.
- iii. Point of clarification regarding the equity of student clubs shared at the meeting. Clarification provided that no other club's information was brought tonight for the student representative report.

7. Consent Agenda

- a. First Read
 - i. 417
 - ii. 418
 - iii. 503
 - 1. 503 Form
 - iv. 504
 - v. 514



- b. Second Read
 - i. 410
 - ii. 501
 - iii. 502
 - iv. 510
 - v. 516
- c. Legislative Mandated Adoption
 - i. 516.5

Motion	Motion to approve the consent agenda
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Made By	Patel	Seconded By	Lozano
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Discussion	516.5 is tagged differently due to legislative necessity.
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Vote		Yes	Sletten Leonhardi Harms Lozano Ellingson Linzmeier Kinkel Patel Yapp	No	None	Abstain	None
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Decision	The motion was carried unanimously.
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8. Discussion and Decision

- a. Decision - Repeal of Policies - (Patel)
 - i. 202

Motion	Motion to repeal policy 202
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Made By	Patel	Seconded By	Kinkel
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Discussion	The entire 200 series and 202 are incorporated into the bylaws. When adopting new bylaws, there were conflicts created. Although bylaws trump policies in rule, when there is a conflicting policy it creates confusion. The authorizer also asked to not have conflicting policy.
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Vote		Yes	Sletten Leonhardi Harms Lozano Ellingson Linzmeier Kinkel Patel Yapp	No	None	Abstain	None
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Decision The motion was carried unanimously.

ii. 203.1

Motion Motion to repeal policy 203.1

Made By Patel **Seconded By** Sletten

Discussion Conflicting with bylaws.

Vote		Yes	Sletten Leonhardi Harms Lozano Ellingson Linzmeier Kinkel Patel Yapp	No	None	Abstain	None
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Decision The motion was carried unanimously.

iii. ~~515A~~ *tabled for next meeting*

iv. 524.1

Motion Motion to repeal 524.1

Made By Patel **Seconded By** Kinkel



Discussion	The policy is administration specific.
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Vote		Yes	Sletten Leonhardi Harms Lozano Ellingson Linzmeier Kinkel Patel Yapp	No	<i>None</i>	Abstain	<i>None</i>
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Decision	
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v. 529 - policy created specifically by MSA

Motion	Motion to repeal policy 529.
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Made By	Patel	Seconded By	Harms
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Discussion	Discretionary policy for administration and conflicts with handbooks
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Vote		Yes	Sletten Leonhardi Harms Lozano Ellingson Linzmeier Kinkel Patel	No	<i>None</i>	Abstain	Yapp
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Decision	The motion was carried.
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Recess at 8:17pm before entering closed session.



Motion	Motion for a five minute recess before entering closed session.
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Made By	Sletten	Seconded By	Linzimier
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Discussion	No further discussion.
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Vote		Yes	Sletten Leonhardi Harms Lozano Ellingson Linzmeier Kinkel Patel Yapp	No	None	Abstain	None
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Decision	The motion carries with a reconvene time of 8:22pm.
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9. Closed Meeting

- 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. *Statement read by Board Chair, Sletten.*
- b. Excuse all members from the public in the room, and turn off Youtube video/audio. We will return when the conversation is concluded.

Recess

Concluded closed session pursuant to Minnesota State Statute 13D.05. Subd. 3b. to evaluate the performance of an individual who is subject to the Board's authority.

Motion	Motion to recess until tomorrow evening 10/25 at 6pm
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Made By	Sletten	Seconded By	Ellingson
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Discussion	<i>No further discussion</i>
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Vote		Yes	Sletten Leonhardi Harms Lozano Ellingson Linzmeier Kinkel Patel Yapp	No	<i>None</i>	Abstain	<i>None</i>
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Decision	The motion was carried unanimously
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Meeting recessed at 11:08 PM

Submitted: Shauni Holt, Board Recorder

Approved: Sarah Harms, Secretary



The continuation of the recessed 10/24/23 meeting of the MSA Board of Directors was held on:

Wednesday, October 25th, 2023 at 6:00pm

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

MEETING MINUTES

BOD Meeting Call to Order by Chair at 6:00pm.

Roll Call of Members

Name	Present/Absent
Wendell Sletten, Chair, Teacher Member	Present
Hetal Patel, Vice Chair Parent 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
Mary Yapp, Parent Member	Present
Randy Vetsch, Ex-officio	Absent
Joseph Ayalew, Student Representative, Ex-officio	Absent
Josh Balami, Student Representative, Ex-officio	Absent

9. Closed Meeting

- 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. *Statement read by Board Chair, Sletten.*
- b. Excuse all members from the public in the room, and turn off Youtube video/audio. We will return when the conversation is concluded.

10. Open Meeting

- a. Invite the public back to the room, and turn on Youtube video/audio.
- b. Opening meeting statement:



Move to reopen today's meetings. The Board met to review the performance of Randy Vetsch who is subject to the board's authority, however, we did receive a letter of resignation from Mr. Vetsch this morning and would like to receive a motion to accept Mr. Vetsch's resignation at this time.

Motion	Motion to accept the resignation of Randy Vetsch as of 10/25/23.
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Made By	Ellingson	Seconded By	Linzmeier
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Discussion	Thanks to Mr. Vetsch for his time at MSA and the many strong attributes that they brought to the table, and best of luck in his future endeavors.
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Vote		Yes	Sletten Leonhardi Harms Ellingson Linzmeier Kinkel Patel Yapp	No	None	Abstain	Lozano
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Decision	The motion carries
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The board acknowledged that the motion to open tonight's closed session was stated incorrectly and it should have been stated to reopen the former closed session, which brings the board needing to amend the agenda to discuss succession.

Motion	Motion to amend the agenda to include succession plans to item 8. b.
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Made By	Sletten	Seconded By	Linzmeier
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Discussion	Acknowledgement that the agenda needs to be changed in order to move forward with the discussion.
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Vote		Yes	Sletten Leonhardi Harms Lozano Ellingson Linzmeier Kinkel Patel Yapp	No	<i>None</i>	Abstain	<i>None</i>
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Decision	The motion was carried unanimously.
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8. b. Succession Plan Discussion

- The board of directors reviewed policies and verified that there was not anything in policies and procedures for filling emergent planned or vacated roles
 - The precedent had been leveraging the Administrative team
- Current employment agreements are at-will agreements, and therefore an interim role is unnecessary
- Discussion on whether recruiting and screening, given the current situation, is the right move at this point
- Acknowledgement that Dr. Hinton was a top candidate for the Executive Director position when Vetsch was originally selected and has gone through the screening process
- Discussion of the current Administration team and operating less versus cutting a licensed teaching role due to the budgetary deficit. An option is to have a top tier cut to have a limited impact on students in the classroom.
- Discussion on having Dr. Hinton operate at current salary level in the role of Executive Director
 - Dr. Hinton volunteered the information, when requested, that the salary difference between their current and Vetsch’s was approximately \$4,000
- Opening up to a new candidacy pool will incur additional expenses. Multiple districts in the state, one in Woodbury, that are hiring for Superintendents. Uncertainty of what this will do to the talent pool.
- Historically the Board has authorized the Chair to go up to a certain dollar amount

Motion	Motion to extend an offer to Dr. Kate Hinton for the Executive Director of Math and Science Academy effective immediately, with a salary not to exceed our previous Executive Director’s salary.
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Made By	Ellingson	Seconded By	Linzmeier
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Discussion	<p>Acknowledgement that Hinton knows MSA very well. Hinton is about to obtain their superintendent's license and is a huge asset to the school. Other members of Administration are able to support and help as needed in this transition. Concern that up to a \$4,000 increase in pay is not the right move with the current deficit. Concern that this may lead to further cuts. Question raised on whether the BOD was considering a pay reduction to Vetsch. Acknowledgement that with the loss of Vetsch's salary through resignation, there will be savings to the school. Dr. Hinton has a Bachelor's Degree in Finance and Accounting. Hope that Dr. Hinton would look at cutting positions in addition to bringing in more revenue to help control the budget.</p>
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Vote		Yes	Sletten Leonhardi Harms Lozano Ellingson Linzmeier Kinkel Patel	No	<i>None</i>	Abstain	Yapp
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Decision	The motion carries.
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11. Future BOD Items

- a. World's Best Workforce (WBWF) Report
- b. Upcoming Workshop: November 14th at 5:00pm

12. Motion to Adjourn

Motion	Motion to adjourn
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Made By	Linzmeier	Seconded By	Lozano
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Discussion	None
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Vote		Yes	Sletten Leonhardi Harms Lozano Ellingson Linzmeier Kinkel Patel Yapp	No	<i>None</i>	Abstain	<i>None</i>
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Decision	The motion was carried unanimously.
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Submitted: Shauni Holt, Board Recorder

Approved: Sarah Harms, Secretary