



The monthly meeting of the MSA Board of Directors was held on:
Tuesday, December 12th, 2023
MSA Building A Room 8, 8430 Woodbury Crossing, Woodbury MN 55125.
MEETING MINUTES

1. Open Forum

- *No participants in tonight's open forum.*

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

Vision and Mission read by Linzmeier

Land Acknowledgement read by Linzmeier

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	Absent
Jules Kinkel, Community Member	Present
Brian Linzmeier, Community Member	Present
Mary Yapp, Parent Member	Present
Kate Hinton, Ex-officio	Present
Joseph Ayalew, Student Representative, Ex-officio	Absent
Josh Balami, Student Representative, Ex-officio	Absent

4. Approval of Agenda/Conflict of Interest

Motion	
	Motion to approve the agenda.



Made By	Lozano	Seconded By	Linzmeier
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Discussion	<p>Due to information provided by board members about policies, the following has been requested to be moved from the consent agenda to discussion and decision:</p> <p>Move 8c5 (policy 506), 8c6 (policy 514), and make them agenda item 9c for discussion and drop everything down from there.</p> <p>8c1, 8c3, 8c4, 8c10 requested to be moved to discussion. Discussion ensued that these policies have had time for review. Concerns that there are discrepancies and inconsistencies in the policies.</p> <p>Pull 503 out and add the form link to policy 503 (previously there had been a link under the policy) and discuss the wording of family events to include the birth of a child as a life changing family event. Request to table the policy until the student handbook is updated to support the policy.</p> <p>Policy 504 has a typo in it- typo not mentioned.</p> <p>Request to discuss policy 524, as the first read cell phone language is different than the second read and the policy references a social media platform that is inconsistent and needs to ensure correct language.</p> <p>In review, Policy 413 (becomes 9b1), 503 (becomes 9b2), 504 (becomes 9b3), 506 (becomes 9b4), 514 (becomes 9b5) 524 (becomes 9b6)</p> <p>A reminder was issued to the board to use time wisely at the table in order to stay highly effective and utilize time with an agenda collectively.</p> <p>Audit presentation group, Adbo, was unable to attend tonight (notified 12/11/23). Clarification that the audit does not need to be approved at a board level to be submitted to the state. Removing item 9a, as there is no audit to approve at this time, and it can still be submitted to SAM and the State by the deadline to stay in compliance. Creative Planning will submit directly to the State of MN for MSA.</p> <p>Request to pull 807 off the repeal list due to an outstanding question.</p>
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Motion	Amendment of motion to accommodate the amendments discussed.
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Made By	Lozano	Seconded By	Linzmeier
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Vote		Yes	Sletten Patel Leonhardi Harms Lozano Kinkel Linzmeier Yapp	No	None	Abstain	None
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Decision	The motion was carried unanimously.
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5. Conflict of Interest Statements:

No conflicts of interest stated.

6. Approval Of Minutes

Motion	Motion to approve the minutes from 11/28/23.
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Made By	Lozano	Seconded By	Harms
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Discussion	<p>8.v replace “<i>weather</i>” with “<i>whether</i>”</p> <p>8.ii Verbiage used in attorneys' legal opinion on posting the Executive Directors position. Switch the word “<i>or</i>” to “<i>and</i>” to support that we had two opinions.</p> <p>8.iii replace “<i>gapes</i>” with “<i>gaps</i>”</p> <p>6. D.ii. 2. Discussion occurred on what was said about the Treasurer being part of the accountant meetings with the Executive Director for budgetary processes in previous budget years. Clarification that the BOD needs to stay with what was discussed at the meeting on 11/28/23 in the minutes when making revisions to the minutes.</p>
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Motion	Amendment of motion to accommodate the amendments discussed.
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Made By	Lozano	Seconded By	Harms
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Vote		Yes	Sletten Patel Leonhardi Harms Lozano Kinkel Linzmeier Yapp	No	None	Abstain	None
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Decision	The motion was carried unanimously.
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7. Board and Administration Reports

a. Student Representative Report- *no student members present at this meeting, no report submitted.*



b. Board Report

i. Board Self Evaluation Process

1. Overview provided by BOD Chair. Process will be conducted through a Google Form. Self Evaluation will come out by the end of the week and will be delivered and collected by the Executive Assistant for privacy. Anticipates that the form will be delivered to the BOD members by the end of the week.

c. Director's Report

i. Executive Director Report 12_12_23.pdf

1. *Community Outreach*

- a. Request for Town Hall in January to have community outreach with Expansion.
- b. Coffee with the Executive Director will be supported by the PTO to help build the Community. There is not an agenda for these sessions. 01/09/24, 02/13/24, 03/19/24, 04/09/24, 05/14/24
- c. Student Town Halls- proposing dates 1/16/24, 03/26/24, 05/21/24

2. *Instructional Leadership*

- a. Overview of walkthroughs schedule provided for the BOD.

3. *Expansion Update*

- a. Awaiting legal opinion of lease structure for lease aid.
- b. Bonding contact alerted Dr. Hinton today that interest rates are falling. Further information to follow on what that means in our ability to bond.

4. *Budget*

- a. Looking into priorities for this year and priorities for next year

5. *Human Resources*

- a. Currently fully staffed, potential for need for a parking monitor or lunch monitor.
- b. Depending on lease, potential for an additional clerical staff in spring to process enrollment

6. *Activities*

- a. Co-op for boys swimming and diving for spring 2024, currently 6 students registered

7. Overview of future Executive Director reports provided

d. Financial Report

i. No report due to no December Finance meeting, December Financials will be approved at the next BOD meeting..

iii. 2023 DRAFT Annual Financial Report.pdf

1. No instances of known incompliance. Will work with Creative Planning to submit to MDE and the State of MN. Copy will need to be submitted to SAM as well. Creative Planning stated that the audit does not need BOD approval, as it is a formality.
 - a. Verification by Creative Planning that the individuals that



were on the BOD at the start of June are fine to have on the report.

- b. Page 70- original budget for Administrative salaries. Advisement that the best scenario would be to have the questions for Adbo in January.
- c. Building Company Finances- have not been included in the previous audits. It appears that they are included in this budget and audit.
- d. Page 34- question on what is considered Administrative costs.

iv. 2023 DRAFT Executive Governance Summary.pdf

e. Governance/Policy Report

i. Governance Minutes 11_21_23.pdf

- 1. Reiteration that there is a plan set worth of what policies are to be discussed at governance meetings and to follow the tracker for BOD members to get questions answered in a timely manner.

8. Consent Agenda

a. Staff Handbook Revision (Mandated)

i. REVISED 2023-2024 Staff Handbook ESST.pdf

b. 1st Read

i. 507.pdf

ii. 801.pdf

iii. 902.pdf

1. Procedure for Requesting Use of Math and Science Academy.pdf iv.

903.pdf

c. 2nd Read

iii. 503.pdf

iv. 504.pdf

v. 506.pdf

vii. 515.pdf

viii. 520.pdf

ix. 521.pdf

xi. 526.pdf

xii. 528.pdf

xiii. 530.pdf

xiv. 531.pdf

xv. 532.pdf

Motion	Motion to approve the consent agenda.
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Made By	Patel	Seconded By	Kinkel
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Discussion	No further discussion
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Vote		Yes	Sletten Patel Leonhardi Harms Lozano Kinkel Linzmeier Yapp	No	None	Abstain	None
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Decision	The motion was carried unanimously.
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9. Discussion and Decision

b. Discussion/Decision - Repeal of Policies

i. Policy 505 to Repeal

Discussion	Governance recommendation to repeal the policy due to the policy being an Administrative responsibility.
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Motion	Motion to repeal policy 505.
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Made By	Patel	Seconded By	Lozano
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Discussion	As stated in the Governance minutes, the committee recommends repeal due to it being an Administrative responsibility. Policy 506 references policy 505 and concerns that this is going out of order in policy approval due to the reference. Dr. Hinton would like to strike #43 under Student Code of Conduct reference to 505 referred to in Policy 506.
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Vote		Yes	Sletten Patel Leonhardi Harms Lozano Kinkel Linzmeier	No	Yapp	Abstain	None
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Decision	The motion was carried.
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ii. Policy 515A to Repeal

Motion	Motion to repeal 515A.
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Made By	Patel	Seconded By	Kinkel
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Discussion	Repealing 515A due to adoption of Policy 515. The second read of 515 that was just passed covers 515A and the repeal is to avoid redundancies. 515A is not supported by MSBA.
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Vote		Yes	Sletten Patel Leonhardi Harms 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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iii. Policy 802 to Repeal

Motion	Motion to repeal 802.
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Made By	Lozano	Seconded By	Linzmeier
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Discussion	This policy is legislative and more of an Administrative role. There is not a legal reference. The committee felt that it was Administrative and that there was not a current policy that reflects Charter law.
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Vote		Yes	Sletten Patel Leonhardi Harms Lozano Kinkel Linzmeier	No	<i>None</i>	Abstain	Yapp
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Decision	The motion was carried
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v. Policy 903.1 to Repeal

Motion	Motion to repeal 903.1
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Made By	Patel	Seconded By	Linzmeier
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Discussion	As stated by the committee this is an MSA created policy that does not get MSBA reviews or updates.
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Vote		Yes	Patel Leonhardi Harms Lozano Kinkel Linzmeier Yapp	No	<i>None</i>	Abstain	Sletten
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Decision	The motion was carried.
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vi. Policy 904 to Repeal

Motion	Motion to repeal 904
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Made By	Patel	Seconded By	Kinkel
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Discussion	The notes state that this is an Administrative task. MSBA has it listed as a recommended policy, not a mandatory policy.
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Vote		Yes	Sletten Patel Leonhardi Harms 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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vii. Policy 907 to Repeal

Motion	Motion to repeal 907
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Made By	Patel	Seconded By	Harms
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Discussion	Minutes state that is not mandated, that the committee does not think that MSA should not offer rewards to solve criminal cases.
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Vote		Yes	Sletten Patel Leonhardi Harms 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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c. Discussion/Decision

1. Policy 413 Discussion

Discussion	Concern was brought forth that when using disability using the same definition should be used in all other policies for consistency. Header and footers were not consistent with other MSA policies. Clarification that the Policy is originally written by MDE. Concern from a board member that the definitions listed are defined by legislation. If we change them in the policy, then we come out of compliance with legislation and the policy becomes less supported.
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Motion	Motion to pass Policy 413 with 413 added to the title and formatting aligning to our other policies as a second read.
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Made By	Sletten	Seconded By	Harms
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Discussion	No further discussion
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Vote		Yes	Sletten Patel Leonhardi Harms Lozano Kinkel Linzmeier Yapp	No	None	Abstain	None
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Decision	The motion was carried unanimously.
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2. Policy 503 Discussion

Discussion	<p>Include language for family events/life changing events and include the link to the form.</p> <p>Dr. Hinton provided clarification that vacations by statute are not excused absences. The form exists to recognize that families do have things that happen and that the Administration wants to support the families while supporting the students' education.</p> <p>Purpose of the form is Administrative.</p> <p>Concerns to make the form more accessible. Currently listed in the printable forms list on the MSA website under current families. Administrative team can look into and work with the IT team with forms and make forms in more than one place on the website.</p> <p>Discussion on language of mental health appointments and counseling appointments and privacy of students and support of the law.</p>
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Motion	Motion to approve Policy 503 as a second read.
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Made By	Patel	Seconded By	Lozano
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Discussion	No further discussion.
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Vote		Yes	Sletten Patel Leonhardi Harms Lozano Kinkel Linzmeier	No	<i>None</i>	Abstain	Yapp
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Decision	The motion was carried.
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3. Policy 504 Discussion

Discussion	Typo of 2bb6 on page 2. Current read is “tan tops” and the intention is “tank tops”.
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Motion	Motion to pass Policy 504 as a second read with the amendment of 2bb6.
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Made By	Yapp	Seconded By	Kinkel
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Discussion	Question on addressment of the smaller changes of typos for second reads. Clarification that this should be sent to the governance committee at first read. MSA created this policy, MSBA is currently catching up. Items in red were items added from legislation.
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Vote		Yes	Sletten Patel Leonhardi Harms 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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4. Policy 506 Discussion



Discussion	<p>Item j on page 15 of 26. Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct: Students who do not comply with the rules and policies of MSA will face appropriate consequences. Consequences may range from a single reminder, to detention, suspension or expulsion. The severity of the consequence will depend upon the degree and frequency of the student’s behavior.</p> <p>When updates were done, j was mistakenly redlined when it should have still been included.</p> <p>Page 10 reference to number 43 to strike the reference to policy 505.</p> <p>Discussion on whether this needs to be passed as a second read, or a second read with a request for a third read with a clean copy for approval.</p>
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Motion	Motion to approve Policy 506 as a second read with the Executive Director to ensure that item j is added back in and number 43 on page 10 is removed.
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Made By	Patel	Seconded By	Lozano
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Discussion	Context of the policy is not changing.
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Vote		Yes	Sletten Patel Leonhardi Harms Lozano Kinkel Linzmeier Yapp	No	None	Abstain	None
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Decision	The motion was carried unanimously.
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5. Policy 514 Discussion

Discussion	On page 5 under “a” the gender pronouns are used. Ask that extra caution be used that policies not use gender pronouns. Acknowledgement that this was overlooked.
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Motion	Motion to approve 514 as a second read with the correction of the pronouns.
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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 Patel Leonhardi Harms 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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6. Policy 524 Discussion

Discussion	When it talks about a cell phone search, Items 2 and 3. Authorization is given through policy 502 (mandatory policy) Page 4, 6.c change wording to “social media networks” due to the ever changing networks. MSBA model has not changed to reflect the change in social media network names. Recommendation to strike “Twitter”.
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Motion	Motion to pass 524 with the subtraction of Twitter on page 4.
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Made By	Yapp	Seconded By	Linzmeier
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Discussion	It is impossible to keep up with social media network names.
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Vote		Yes	Sletten Patel Leonhardi Harms 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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Five minute recess with a return at 7:47pm. Motioned by Sletten, Second by Lozano.

Motion	Motion for a five minute recess with a reconvene time of 7:47pm.
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Made By	Sletten	Seconded By	Lozano
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c. Discussion/Decision - January Town Hall

1. Dates proposed January 10th, 11th, 17th, 24th by Dr. Hinton. Recommendation by BOD to have a tentative follow up date in the event of inclement weather.
2. Purpose of the town hall is expansion. Discussion on that the board will be available to present at each date to present to the community and the responsibility to the MSA community. Information will be presented in the Great Hall in Building A.
3. Resolution to hold the Town Hall on January 17th with a follow up date of the 24th in the event of inclement weather at 6pm.

d. Discussion/Decision - 24/25 Lottery

i. MSA Enrollment Procedures

1. Overview provided of history of newly accepted students applying for a 15 day absence at the start of the school year, and then not taking their spot and causing the next student to start approximately a month into the school year.
2. New students will need to attend school in the first five days of their start date or have a waiver approved by the Executive Director. This will only apply to newly admitted students.
3. MDE verified that this policy could be added, but needed BOD approval.

Motion	Motion to approve the admission procedures as documented tonight that includes the attendance policy within the first five days.
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Made By	Yapp	Seconded By	Leonhardi
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Discussion	No further discussion
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Vote		Yes	Sletten Patel Leonhardi Harms Lozano Kinkel Linzmeier	No	None	Abstain	None
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			Yapp				
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e. Discussion - Mid-Year Survey Update

1. Surveys from last year updated. Substantially similar with some wording changes to help track data over time. There is a comment section in nearly every section.
2. All surveys will have names and answers separated.
3. Students data will not be tracked, complying with policies.
4. Concerns that some younger students may not understand some of the questions. Clarification that this would be a data point.
5. Questions 4 and 5 of the student survey change to “at MSA”.
6. Acknowledgement that sending the survey before the holiday season is not the best timing. Dr. Hinton will consult with the technology contractor on when the best response volume outcome was historically. Goal to market the survey well to have the survey complete by January 3th at the latest.

f. Decision - YMCA Contract

Motion	Motion to approve the YMCA contract.
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Made By	Linzmeier	Seconded By	Yapp
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Discussion	No further discussion.
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Vote		Yes	Sletten Patel Leonhardi Harms Lozano Kinkel Linzmeier Yapp	No	None	Abstain	None
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Decision	The motion was carried unanimously.
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g. Discussion and Decision - Authorizer Letter 12/6/23

Discussion	Authorizer sent a letter in response to the law firm hired to handle the investigation. After the concern was sent, the original investigators' law firm declined to continue. Another law firm that was recommended is able to do the investigation for the
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	<p>same cost. SAM informed MSA that it is not in their purview to approve investigators or recommend. After the concern was sent, the original investigators law firm did not want to continue. The name of the new investigator is Isaac Kaufman, solo practitioner.</p>
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Motion	Motion to approve Isaac Kaufman as the new investigator in the complaint.
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Made By	Harms	Seconded By	Kinkel
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Discussion	No further discussion.
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Vote		Yes	Sletten Patel Leonhardi Harms Lozano Kinkel Linzmeier Yapp	No	None	Abstain	None
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Decision	The motion was carried unanimously.
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h. Discussion and Decision - Authorizer Letter 12/7/23

- Dr. Hinton had spoken with the Authorizer on what the Authorizer is looking for specifically in an improvement plan from the BOD. To improve governance, hiring someone to come in and observe and give feedback on how we can improve on how we conduct meetings and police ourselves. Authorizer is confident that we can do better, but believes that feedback and coaching would be beneficial to the BOD, in addition to what is already being done. Authorizer did not identify anyone specifically that they wanted to do it. BOD Chair and Dr. Hinton spoke with TeamWorks and they offer a service that does this, to not have cross purposes coming in. Christine from TeamWorks will send a proposal, if that is something that the BOD will want to proceed with to manage the situation better. Authorizer stated that this is so important that BOD should not be worried about the cost of the training when Dr. Hinton spoke with them yesterday.
- Acknowledgement that there has been turmoil among the BOD in the past. The BOD collectively discussed the relationship between MSA and the Authorizer,



acknowledging that the Authorizer plays an important role in the school. The BOD discussed the need to comply with what the Authorizer was asking to move forward and spoke of reaching out to TeamWorks to seek a quote on an additional service. The BOD also discussed a response letter to the Authorizer addressing that there would be a request for a quote and potential for additional services from TeamWorks to address the request from the Authorizer. Agreement reached that the BOD Chair would write the letter to the Authorizer in response to concerns listed in the 12/7/2023 letter with an outline of plan for improvement.

i. Discussion/Decision - ED Posting

1. Dr. Hinton had a discussion with the Authorizer on what action they needed to take on a personal level, as they needed to know if they would be out of a position potentially. Authorizer advised that they were waiting to hear what the BOD will do in response to the letter of concern.
2. Acknowledgement that as a result of the BOD decision, MSA promoted a person to their first principal of color and a well qualified female candidate was promoted to Executive Director position. Both candidates were appointed to positions that they were qualified for, and posting the Executive Director position may have repercussions as a result.

Discussion of wording of the contract with SAM and legal requirement question of posting the position in the contract. Concerns addressed of creating job insecurity of employees if posting a position that has been filled already. Gains of expansion process acknowledged during the time that Dr. Hinton has been in place as the Executive Director and concern expressed that there may be a loss of momentum during the timeframe when the BOD is seeking other candidates. Discussion on potential candidacy pool and qualifications that could come in compared to what would potentially be lost. Potential to post the position internally to meet the requirement of posting the position for the Authorizer.

A call out of order occurred by the Board Chair against member Patel for speaking out of turn and speaking over another board member.

A call out of order occurred by the Board Chair against member Yapp for responding to the interruption and being spoken over by beginning to pack up.

Concerns voiced that if the BOD were to post the Executive Director position externally, the only way the community would be satisfied would be if another candidate would be hired (other than Dr. Hinton), as a concern would be that the BOD is putting who they want in place and the contingency would not be satisfied. Clarification that a response to the Authorizer needs to be sent by December 20th.

Discussion on if there is a need to demote in order to post.

Question to Chair from Dr. Hinton if they spoke to all employees that have an Administrative licensure before they had offered the agreement to Dr. Hinton. Verification that they spoke to all employees with the appropriate licensure that they were aware of. Questions rose on if this counts as a posting or not, and the BOD acknowledged that they did not know.



Board Chair read a sample of a draft of the letter to the Authorizer asking for SAM Authorizer to see fault in the process and reasoning behind MSA standing behind the decision made as the best decision at the time for MSA.
 Board Member Lozano will assist Board Chair Sletten in constructing the letter in response to the Authorizer.

10. Future BOD Items

- a. Board Self Evaluation
 Will try to have it out at the end of week for return by 1/6/23.
- b. Elections - February
 Next meeting will need to form an election committee.
- c. Letter of improvement

11. Motion to Adjourn

Motion	Motion to adjourn at 9:45pm.
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Made By	Sletten	Seconded By	Harms
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Discussion	No further discussion.
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Vote		Yes	Sletten Patel Leonhardi Harms Lozano Kinkel Linzmeier Yapp	No	None	Abstain	None
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Decision	The motion was carried unanimously.
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Submitted: Shauni Holt, Board Recorder

Approved: Sarah Harms, Secretary