

**Board of Directors  
Meeting Minutes  
Math & Science Academy  
06/20/2023  
Building B and Remotely**

**1. Motion to Enter Closed Session 5-5:30PM (Ellingson)**

**In Attendance:**

Dan Ellingson, Chair  
Maggie Burggraaff, Vice Chair  
Wendell Sletten, Treasurer  
DJ Johnston, Secretary  
Teresa Ward  
Hetal Patel  
Stephanie Luedtke

**Non-voting:**

Randy Vetsch

**1. Closed Session 5p-530p.**

- a. Previous closed session was not completed, and will be continued at today's closed session.
- b. The meeting will be closed pursuant to Minnesota State Statute 13D.05. Subd. 3b. to
  - i. Review the results of an investigation.
  - ii. Evaluate the performance of an individual subject to the board's authority. (*not completed during this session*)

**2. Open Forum (5:30PM - 6:00PM)**

- Gary Klonecz- brought attention to concerns they have regarding the ethics of the BOD
  - Ellingson requested that Jensen's personal email be redacted from the public letter of interest for BOD community member seat. *Redaction will be completed.*
- Heather Krisko- thanked outgoing BOD members for their service, and welcomed the new BOD members to be seated.

**3. Open the meeting - (Ellingson)**

- Ellingson opened the meeting at 5:40pm.

**4. Workshop Agenda (up to -6:00PM)**

- Community Engagement Planning
  - Discussed benefits of this approach to Listening Sessions
  - Planned for an open meeting Listening Session during Back To School Open House

**5. Break - entered at 6:00pm**

## **6. BOD Meeting Call to Order by Chair (6:15PM)**

Call to order by Ellingson at 6:15pm.

Vision and Mission read by Ellingson.

Land Acknowledgement ready by Sletten.

## **7. Roll Call of Members**

*Voting:*

Dan Ellingson, Chair

Maggie Burggraaff, Vice Chair

Wendell Sletten, Treasurer

Teresa Ward

Hetal Patel

Stephanie Luedtke

*Non-voting:*

Randy Vetsch, Director

## **Absent:**

*Voting:*

DJ Johnston, Secretary

*Non-voting: no student members until September.*

Noah Yehalashet

Joseph Ayalew

## **8. Approval of Agenda / Conflict of Interest**

No conflict of interest.

### **Discussion:**

- Sletten would like to table current 17c (payscales), as EA and Office Staff have already been offered their wage increase. Ellingson clarified that the BOD would still approve the scales. Ellingson will capture in future consent agenda items.
  - Ellingson moved that removal of policy 421 from the consent agenda to move to discussion as 17c.
  - Patel would like to pull policy 419 to discussion to 17c.
  - 17 c.i, ii, iii moved as a future item.
- Ellingson stated that the closed session did not complete all the topics. Ellingson proposed going into closed session again to complete the business as 17. g.iii.
- Sletten would like to look at 17f, as the parent is still a parent until 6/30 (discussed at the latest school governance meeting). Vetsch and Patel provided an overview of governance and bylaws (a child is considered a student until 6/30 due to activities and full cycle of enrollment).
- Move 17e (student representative discussion) moved to organization meeting point.
- Meeting was opened before the Open Forum- move Open Forum in Agenda to before YouTube was started.

**Motion to approve agenda as amended.**

**Motion:** Ellingson      **Second:** (*not solicited for a 'second'*)

**Yes-5   No-0   Abstain-1** (Burggraaff)

## 9. Approval of Minutes (Ellingson)

a. 05-15-23 BOD Meeting Minutes

Motion to approve the 5-15-23 minutes.

**Moved:** Burggraaff      **Second:** Sletten

### Discussion:

- Burggraaff- number 4- says “ready” instead of “read”.
- Ellingson- misspelling of Ellingson as Ellington.
- Sletten- Item 6 should be 3 yes votes, 4 no votes.
- Luedtke- was in attendance at the workshop on 5/15/23 and is not listed.

**Yes-6   No-0   Abstain-0**

*The motion carries to approve the minutes as amended above.*

## 10. Chair’s Report (Ellingson)

- Ellingson stated that graduation went very well and that the Administration did a great job planning it.
- Closed meetings- Ellingson stated the BOD is trying to resolve through some topics that are taking longer than planned. Ellingson apologized for the number of closed meetings and is hopeful to have a resolution and a public statement in the near future.

## 11. Student Representatives

- No student representatives this month, no report submitted.

## 12. Executive Director’s Report (Vetsch)

a. Director’s Report - June 20, 2023

- i. Enrollment- provided update
  - ii. Student Representatives for BOD  
MSA student representatives are Ayalew and Balame for 23-24
  - iii. ABC Update- work being done throughout the school to create learning spaces and address parking lot needs.
  - iv. SWCTC Video- permission was given to use the video created on our website (no cost).
- MSA is going to utilize Dr. Jillynne Raymond, who is licensed as a Special Education Director instead of utilizing Indigo Education as a contracted Special Education Director. Financially it is better for the school due to federal SPED funding flowing directly to the school. Indigo will be used for consultation services.

## 13. Board Committees

Governance/Policy (Patel)- report submitted. No questions.

Facility (Johnston)- report submitted. Johnston is absent. No questions.

Finance (Sletten) - report submitted. No questions.

- Sletten provided an overview of the financials.
  - Noted feedback from BKDV:
    - MSA needs to continue to grow;
    - Steady enrollment throughout the year is a big achievement.
- Lease Aid Letter paperwork did not arrive from the contracted provider today, as

expected. Each BOD member will receive the email via docusign, including the new BOD members. Vetsch stated they would notify BOD members when the email goes out. *Burggraaff left the meeting at 6:45pm and did not return (prior commitments communicated to BOD). There are five remaining BOD members present, keeping the BOD in a quorum.*

- ERC is not reflected in the budget. MSA currently needs to plan without these funds, as there is not an exact timeline on when they will arrive.

Motion to approve May Financials

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

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

*The motion carries.*

**Discussion:** Ellingson stated that the Administration did a great job keeping the school on track for financials throughout the year.

#### **14. Consent Agenda**

##### **a. MSHSL Resolution**

- 23-24 MSHSL Renewal Form
- MSHSL Partnership Video

##### **b. Physical Impairment Specialist Contract**

##### **c. ASD Consultant Contract**

##### **d. School Psychologist Contract**

##### **e. DAPE Contract**

##### **f. Deaf/Hard of Hearing Educational Services Contract**

##### **g. Cleaning Contract**

##### **h. Staff Handbook Wage Notice Addition**

- 2023-2024 Staff Handbook Draft For Review

##### **i. First Read**

- Policy 407
- Policy 412
- Policy 426
- Policy 427

##### **j. Second Read**

- Policy 401
- Policy 402
- Policy 404
- Policy 405
- Policy 406
- Policy 414
- Policy 415

**Discussion:** Luedtke stated that they could not vote on the policies because they could not tell the difference between the new and old versions. Patel acknowledged this is an opportunity for growth and is open to ideas.

Motion to approve consent agenda.

**Moved:** **Second:**

**Yes-4 No-0 Abstain-1 (Luedtke)**

#### **15. Diversity, Equity, Inclusion (Ellingson)**

- DEI Dashboard & next steps

- i. BOD Training before/after seating - for newly appointed members
  - Discussed training document for newly seated BOD members
- ii. BOD video training from March 2023 workshop
  - Ellingson stated they will have new BOD members watch this training video virtually as part of the onboarding process.

Discussion: Ellingson likes continuing to have DEI on the agenda, but acknowledges that there needs to be “more meat to it”.

**16. Scheduled Break at 6:51pm. Resumed session at 7pm.**

**17. Discussion and Decision**

- a. Finalize Executive Director Employment Agreement (Ellingson) -
  - Ellingson discussed that the BOD is moving Vetsch to an Employment Agreement to mirror all other staff effective 7/1/23
  - Sletten discussed 30 day PTO payout is currently a practice across all Administration, so if changing this item for the ED, it would need to be changed for all of Administration.
  - The Executive Director salary is a matter of public discussion. Vetsch confirmed that the remainder of the Administration team was given a 3% increase. Vetsch’s new rate will be \$124,630 (22-23 salary was \$121,000) effective 7/1/23.
  - Employment Agreement must be signed and returned by 6/30/23, with first work day as 7/3/2023 due to the weekend. The agreement is effective 7/1/23 to prevent a disruption in benefits.

**Motion to approve the Employment Agreement for Vetsch as amended.**

**Moved:** Ellingson      **Second:** Ward

**Yes- 5   No-0   No-0**

*The motion carries.*

- B. Community Session Planning (Ellingson)
  - Discussion on how to get as much participation as possible. Concerns over having it during Back to School Open House.
  - Ward suggested soliciting interest during Back To School night and having a signup sheet for individuals interested, and set a date from there by polling individuals interested. Ward outlined the importance of collecting feedback from individuals as well from the session.
  - Potential topics to discuss are communication and safety.
  - Sletten suggested encouraging parents to communicate from the variety of forums that MSA has available and encouraging parents to have their time flexible, similar to how MSA expects that of teachers/staff.
  - Conversation is tabled for further discussion.
- C. Policies for discussion from amending of agenda

- Policy 419- Patel would like to have more consistent wording, as there were sections missed. Section 5b, 2d, and anywhere that refers to “the charter school” and should read “MSA” and “Math and Science Academy”. The second read will have those changes applied. The integrity of the policy is not changing, only the wording to maintain consistency.

Motion to approve first read of 419 noting that the phrases “the charter school” will change to “MSA”

**Moved:** Patel **Second-** Ellingson

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

*The motion carries.*

- Policy 421- Ellingson would like to open a discussion of the policy, as it is a new policy.
  - No questions or discussion occurred from BOD members.

Motion to approve the first read of 421.

**Moved:** Ellingson **Second-** Patel

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

*The motion carries.*

d. Approval of 2023-24 MSA School Budget

i. Math & Science Short-Term Budget Projection Model 06.02.23

- The 23-24 budget must be approved by the BOD by 6/30/23.
  - The Finance Committee has reviewed the budget presented tonight.
- The budget includes the increased expenses for additional staff, classrooms, curriculum, and materials to support the new enrollment number.
- The ERC (Employee Retention Credit) is not factored into the 23-24 budget or the long range projection model.
- ADM is projected at 598 when factoring PSEO students into the number.
- Vetsch provided an overview of the changes to facilities to accommodate the needs for space for 23-24. Acknowledged that MSA has maximized space as much as possible for the 23-24 school year. Teachers and staff were moved to accommodate student schedules and minimize hallway traffic and congestion.

Motion to approve the budget for 23-24.

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

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

*The motion carries.*

ii. Math & Science Long-Range Budget Projection Model 06.02.23 *(not up for approval at this session, as long range projections can change)*

**f. Community Board Member Appointment**

i. Letter of Interest- *included to allow community viewing.*

- Acknowledgement that Community Member would no longer be a parent as of 7/1/23 due to the child being a student until the last day of June (Spring sports factors into this).
- Ellingson acknowledged that it is an appointment, not a seating of an elected member.
  - Ellingson will redact the personal email address from BOD documents.

- Jensen provided an overview of the time they have spent with MSA and the experience they have gained from being an active member of the PTO.
  - Patel has concerns over the eligibility of seating date.

Motion to approve Jensen as a 2 year term as Community Member as of 7/1/23

Ellingson asked why anyone wouldn't approve of the Community Member's appointment.

**Moved-**Ellingson      **Second-** Ward

**Yes-3 No-2 Abstain-0**

**Discussion:**

- Sletten observed that Ellingson called a vote prior to a discussion. Subsequent conversation could have occurred during a discussion that may have changed the vote results.
- Discussion was called after review of the recording. In the transcript at 1:40:52 Member Ellingson asked for further discussion.
- Sletten has concern over vocalization taken during an open forum regarding LGBTQIA students and the 102 policy series. They are unable to justify voting to seat a community member in violation of these policies.
  - Ellingson stated that Jensen does not have a forum to discuss/have a rebuttal for the items Sletten is stating.
  - Ellingson stated that BOD needs to be comfortable with different opinions. Open forum is to ensure the public has a space to express their opinions.
- Luedtke questioned if the vote prior to discussion was out of order. Luedtke stated that the purpose of the discussion was to assist the BOD in having an educated, well rounded opinion.
- Ellingson would like to ensure that non-like minded individuals are seated on the BOD to ensure we have all viewpoints represented.
  - Luedtke is concerned that the violation of policies is not a matter of opinion, but a matter of harm. Stated that it is not in the best interest of students to approve members that violate a policy.
- Ellingson invited Jensen to speak to the BOD. Jensen agreed.
  - Jensen stated that they stand by their opinions stated during open forum.
  - Jensen provided an overview of their concerns over the gender equity policy in open discussion with the BOD.
  - Discussion occurred between Patel and Jensen regarding the 102.2 policy and state laws.
    - Ellingson stated that it was not fair to hold Jensen to policies when they have not gone through the BOD training and have only viewed the policies on the website.
  - Jensen would like to bring different viewpoints to the BOD and would like to see more discussion to represent different opinions.
  - Ellingson asked Jensen "if you had a better understanding of the law and policies, do you believe that your opinions would change?"
    - Jensen stated that they would be able to have respectful discussions about difficult topics to provide another viewpoint.
  - Jensen stated that they would like to not put labels on people and would like to see how they can help them succeed as a student. Jensen stated they would look at every student as an individual and cannot give a general answer for 600 students.
- **Ellingson and Ward agree to recall their motion to appoint the community member**

**and put it to a new vote after the discussion.**

Motion to approve Jensen as a 2 year term as Community Member as of 7/1/23.

**Moved:** Ellingson      **Second:** (none)

*The motion does not move to a vote due to not receiving a second.*

Ellingson made a statement that they would like to appoint a community member and are hopeful that a community member will come forward.

**g. BOD to agree on Organization meeting date**

Discussion: discussion of g.i and g.ii for organizational meeting dates.

- Sletten referenced the bylaws, that the organizational meeting would need to be a separate meeting to occur in July.
- Vetsch stated that the Organization meeting is a date determined by the BOD.
- Patel provided an overview of the bylaws and the history in regards to organizational meetings.
- Sletten has concern on seating new BOD members if Organizational Meeting/seating is tonight due to old business not being resolved

*7:58pm- Ward exited the room, leaving four BOD members present.*

*8:04pm- Ward returned to the room, leaving five BOD members present.*

- Ellingson referenced that the election policies stated that BOD members elected would be seated in July.
  - Ellingson proposed seating new BOD members (effective term 7/1/23), then dismissing the new members to finish discussion of old business.
  - Current BOD would be able to then finish old business.

Motion to revise the agenda to table items **17.h. iii, iv, and v** until July, at a date determined by the newly seated BOD members.

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

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

*The motion carries.*

**iii. Closed meeting continuation.**

Motion to return to closed session to finish old business for a targeted time of 30 minutes, not to exceed 60 minutes

**Moved:** Ellingson      **Second:** Luedtke

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

*The motion carries.*

*The meeting enters closed session at 8:14pm.*

*The meeting exits the closed session at 9:43pm and the public is invited back into the meeting. The meeting resumed at 9:47pm.*

**Discussion:** Ellingson referenced the statute for the closed meeting and stated that they reviewed the performance of an individual subject to the BOD authority.

**h. Organizational Meeting**

**i. New BOD Seating**

- Ward is excused from the meeting at 9:49pm due to old business being completed and thanked for their contributions to the BOD.
- New BOD members Yapp, Leonhardi, and Harms are invited in front of the camera with Ellingson.
  - Ellingson reads the oath with the new BOD members.
  - Newly elected BOD members sign the oath and are seated.

**ii. 2023-24 BOD Meeting Calendar Date Setting**



- Previous BOD had discussion on potentially changing the meeting dates.
- Discussion of dates for the organizational meeting.

Motion to approve July 26th 5pm-7pm as the organizational meeting date.

**Moved-** Ellingson      **Second-** Sletten

Yes-7    No-0    Abstain- 0

**18. Future BOD Items - (Ellingson)**

a. July

i. New Board onboarding / training / workshop

- As required by the state of MN, external training is required. Sletten suggested going through MACS (MN Association of Charter Schools).
- July will contain the organizational meeting for the BOD where the board officer discussion and voting will occur, BOD committee representative appointments, and the student representative role discussion.

ii. Student-Parent Handbook -

Discussion:

- Yapp suggested having first read/review the student-parent and activities handbook in July due to fall sports starting early.
- Potential to add a special meeting session to the July session after the organizational meeting to review the Student-Parent Handbook and the Activities Handbook.
- Tech will grant access to new BOD members to digital resources.
- Suggestion for new BOD members to utilize a google voice phone number, as a phone number is required to be posted

**19. Meeting Plus / Minus - (Ellingson)**

- Ellingson- apologies for the late meeting.
- Sletten- sees the hard conversations had as a positive.

**20. Motion to Adjourn at 10:02pm**

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

**Yes-7    No-0    Abstain-0**

**Submitted:** Shauni Holt, Board Recorder

**Approved:** Stephanie Luedtke, Acting Secretary