



The monthly meeting of the MSA Board of Directors was held on:
Tuesday, November 28th, 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 6:15pm

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
Kate Hinton, 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	Sletten	Seconded By	Yapp
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Discussion	<p>Asking for clarity on number 9. Take sub off of “sub lease” of the property for number 9.</p> <p>Number 9a, should be cited “13D05. Subd. 3b3”.</p> <p>Number 11a, should be cited “13D.05. Subd. 2.4b</p> <p>Request item 8b to be tabled until December meeting, due to the notes stating that it needs to be repealed after 515, and it needs to go after a second read. 515 needs to go through a second read before it can be repealed.</p>
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Motion	Motion to approve the agenda with the revisions to the statute and tabling 8b until December.
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Made By	Sletten	Seconded By	Yapp
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Vote		Yes	Sletten Patel Leonhardi Harms Lozano Ellingson 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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Conflict of Interest Statements:

All parent members stated they had students who would be impacted by the lease discussion. All teacher members stated that they taught classes that would be impacted by the lease discussions.

5. Approval of Minutes

Motion	Motion to approve the minutes.
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Made By	Sletten	Seconded By	Patel
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Discussion	No further discussion for or against, no additions or subtractions.
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Vote		Yes	Sletten Patel Leonhardi Harms Lozano Ellingson 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. Board and Administration Reports

a. Student Representative Report

- i. The student representatives reached out to several student activities to gain insight to the diverse populations of MSA.
 1. Cheers for Volunteers
 - a. Focus on volunteering and giving back to the community.
 - b. This year has had 7 meetings so far. Have created blankets for the homeless this year and volunteered with give to the max.
 2. Spanish Club
 - a. Aims to have students more engaged with the Spanish speaking countries and communities outside of the classroom.
 - b. Over 17 students were involved.
 3. Muslim Student Association
 - a. Aims to create a safe place for Muslim students at MSA and promote understanding of Islamic culture and values.
 - b. One meeting so far this month with attendance of 45 students.
 4. International Club
 - a. Promote understanding of cultural differences.
 - b. Planning Multicultural Night for MSA.

b. Board Report

- i. Update to Authorizer- request from SAM
 1. Review of progress in SPED department post investigation.



ii. Workshop Update

1. At the November workshop, the BOD worked to create a Guiding Change document to help guide the Expansion team.

Shared Messages from 11/14 Workshop:

- Practiced going through the Guiding Change Document.
- Analyzed what we see and want from expansion.
- Saw commonalities about why we want expansion and what we want from it.
- Worked collectively on a matter that is a big ticket item and could be controversial.

- iii. The BOD would like to move forward with starting the meeting at 6pm if there is not an open forum. The Chair will send an update out to the community.

Student representatives left at 6:30pm

c. Director's Report

i. Director's Report

1. As of November 17th we had raised \$39,939 with Give to The Max.
 - a. Some funds were targeted to specific activities. Full breakdown will be available to the BOD approximately in January.
2. Expansion Update from Director's Report
 - a. Property identified nearby for a lease for two years during construction.
 - b. Four properties have been identified for purchase, two are particularly promising. Real estate agent is continuing to search.
 - c. Director would like to schedule a Town Hall meeting with the community and re-open the expansion tab on the MSA website to update the community to communicate expansion information as it becomes public.
 - d. Some information needs to remain confidential at this time due to being in active negotiations.
3. PSEO by Contract
 - a. Overview of the PSEO by contract provided.
 - b. After reviewing 10 years of data, there has not been an instance where MSA would have lost money.

ii. ABC Meeting Minutes reviewed.

iii. Expansion Update

1. Previously Dr. Hinton assisted the former Director on expansion. Dr. Hinton has invited Ellingson to assist with expansion meetings with as a second set of ears during these meetings. No BOD members expressed conflicts.

iv. Hiring Report

1. Jackson Hoemann is the son of Activities Director, Steven Hoemann.



Jackson Hoemann, as Speech Coach, is supervised by LyTou Lee. If there is ever a problem or concern, it would go to LyTou Lee. Steven Hoemann will assist with any bussing or other logistical needs that the Speech team may have.

d. Financial Report

- i. An overview of the financials was provided, per the Finance Committee Meeting Minutes.
- ii. Overview of the budgeting plan for 2023-2024's budget provided.
 - 1. Clarification that the Finance committee is an advisory committee and not a decision making committee.
 - 2. Past MSA practice does not have the Treasurer sit in on meetings with the accountant during the budget writing process.
- iii. An audit update will occur at the December BOD meeting. There will not be a December Finance Committee meeting.

Motion	Motion to approve the financials
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Made By	Leonhardi	Seconded By	Patel
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Discussion	No further discussion
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Vote		Yes	Sletten Patel Leonhardi Harms Lozano Ellingson Kinkel Linzmeier Yapp	No	None	Abstain	None
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Decision	The motion was carried unanimously.
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e. Governance/Policy Report

- i. No questions for the governance committee.
- ii. An oversight occurred with the second reads not being included in the agenda due to the Executive Assistant being out on leave. Items will be included on the December agenda.

7. Consent Agenda

Motion	Motion to approve the consent agenda.
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Made By	Sletten	Seconded By	Patel
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Discussion	Question about wordings in some of the first reads. Board members will reach out to the governance committee.
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Vote		Yes	Sletten Patel Leonhardi Harms Lozano Ellingson 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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8. Discussion and Decision

- a. Discussion/Decision - Posting of ED position (Sletten)
 - i. Letter from the Authorizer was received by the BOD asserting that there was an oversight by the BOD and attorney in the posting for the Executive Director position.
 - 1. Two options at this time- ask for an exception from the Authorizer or to do a posting and make a decision as a board after the posting has been made.
 - a. Sletten, Leonhardi and Attorney Booth met with the Authorizer to present possible considerations for an exception.
 - 2. Discussion on the contract with the Authorizer and clause stating that all positions are required to be advertised and the attorney's legal opinion that there is not a legal requirement to post the position. SAM's letter points to "Exhibit K".
 - 3. Discussion on gaps in onboarding training specifically on Charter Contract with SAM.
 - 4. Last charter contract "Exhibit K" was signed in 2019. The assertion of the Authorizer, second breach of contract, is that when a new BOD member comes on they are supposed to execute "Exhibit K". This has not been done since 2019.



5. Discussion on whether items in “Exhibit K” conflict with the *Human Rights Act*.
 6. Directive to Board Chair and Leonhardi to continue working with the attorney with the request to share a summary for the BOD to review, decision on next steps at December BOD meeting.
 7. Response to Authorizer due by 12/15/23.
- b. Discussion - World's Best Workforce Annual Report - (Hinton)
- i. Overview provided of the report.
 1. Continuation of MTSS to identify students struggling prior to the students taking a test and implementation of Formative and Summative assessments throughout the unit to gauge student success.
- c. Discussion/Decision - Approval of Guiding Change document (Hinton)
1. Change E. “Higher staff retention” to “retain quality and innovative staff”.
 2. Change A. “be in one building grades 6-12” to “be on one campus grades 6-12”.
 3. Add “833 is our desired district” to desired results.

Patel left the meeting at 8:11pm

Motion	Motion to approve the expansion guiding change document with the amendments to revise E saying “higher staff retention” to “retain quality and innovative staff”, revise A saying “be in one building grades 6-12” to “be on one campus grades 6-12” and add “833 is our desired district” to desired results.
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Made By	Harms	Seconded By	Leonhardi
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Discussion	No further discussion
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Vote		Yes	Sletten Leonhardi Harms Lozano Ellingson Kinkel Linzmeier Yapp	No	None	Abstain	None
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Decision	The motion was carried unanimously.
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- d. Discussion/Decision - PSEO Contract (Hinton)
 - i. The contract is an annual contract. This contract, if approved, would start in Spring.

Motion	Motion to approve the PSEO contract.
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Made By	Sletten	Seconded By	Lozano
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Discussion	No further discussion
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Vote		Yes	Sletten Leonhardi Harms Lozano Ellingson Kinkel Linzmeier Yapp	No	None	Abstain	None
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Decision	The motion was carried unanimously.
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- e. Discussion/Decision - Executive Director Mid-Year Survey - (Sletten)
 - i. How should we approach the Executive Director's Mid-Year Survey?
 1. What are we doing well?
 2. How can we adapt to meet the community needs better?
 3. What would you like to see more of/less of?
 4. Questions specific to Strategic Plan.
 5. Gathering data from our Guiding Change document and putting feelers out to our community.
 - a. Concern that some of that data may be more focused on expansion versus a check-in.
 - b. Coffee with ED going into effect soon to allow for specific questions.
 6. Sub-committee formed of 1 parent (Yapp), 1 community member (Linzmeier), and 1 teacher (Lozano) to come up with questions with Hinton to send to the community. Proposal will be brought to the December BOD meeting.



Break at 8:25pm with reconvene time of 8:30pm.

9. Closed Meeting

- a. *The meeting will be closed pursuant to Minnesota State Statute 13D.05. Subd. 3b3. To discuss the acquisition of a property for lease.*

10. Open Meeting

The closed session was closed to discuss the acquisition of a property for lease. The motion on the table is to direct authority to Dr. Hinton to negotiate a lease contract to bring back for board approval.

Motion	Motion for Dr. Hinton to negotiate a lease to bring back to the board.
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Made By	Linzmeier	Seconded By	Ellingson
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Discussion	Reiterate that this discussion was for Dr. Hinton to negotiate a contract and not to make a decision on leasing. The session was closed due to discussion of cost and location.
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Vote		Yes	Sletten Leonhardi Harms Ellingson Kinkel Linzmeier Yapp	No	None	Abstain	Lozano
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Decision	The motion carried.
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11. Closed Meeting

- a. *The meeting will be closed pursuant to Minnesota State Statute 13D.05. Subd. 2b. for preliminary consideration of allegations or charges against an individual subject to its authority.*

12. Open Meeting

The closed session was closed pursuant to Minnesota State Statute 13D.05. Subd. 3b3. for preliminary consideration of allegations or charges against an individual subject to its authority.



The motion on the table is to hire a third party investigator to investigate two complaints. One under the authority of the board. One under the authority of the Executive Director.

Motion	Motion to hire a third party investigator to investigate two complaints, one of which falls under the authority of the board and one of which falls under the authority of the Executive Director.
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Made By	Kinkel	Seconded By	Harms
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Discussion	No further discussion
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Vote		Yes	Sletten Leonhardi Harms Lozano Ellingson Kinkel Linzmeier Yapp	No	None	Abstain	None
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Decision	The motion was carried unanimously.
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13. Future BOD Items

- a. Board Self Evaluation
- b. Mid-Year Survey
- c. Elections

14. Motion to Adjourn

Motion	Motion to adjourn at 9:34pm
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Made By	Yapp	Seconded By	Lozano
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Discussion	None
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Vote		Yes	Sletten Leonhardi Harms Lozano Ellingson Linzmeier Kinkel 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