



Approved 5/21/2024 by MSA Board of Directors

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

Tuesday, April 16th, 2024

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

MEETING MINUTES

1. BOD Meeting Call to Order by Chair at 6pm.

Vision and Mission read by Yapp.

2. Land Acknowledgement

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	<i>Absent</i>
Isaac Leonhardi, Treasurer, Teacher Member	Present
Sarah Harms, Secretary, Teacher Member	Present
Dan Ellingson, Parent Member	Present
Jules Kinkel, Community Member	Present
Brian Linzmeier, Community Member	Present
Karina Lozano, Teacher Member	Present
Mary Yapp, Parent Member	Present
Kate Hinton, Ex-officio, Executive Director	Present
Joseph Ayalew, Student Representative, Ex-officio	Present
Josh Balami, Student Representative, Ex-officio	<i>Absent</i>

4. Open Forum

- a. Youtube broadcast turned off.
- b. Stakeholder
- c. Youtube broadcast turned on.

5. Approval of Agenda

Motion	Motion to approve the agenda.
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Made By	Sletten	Seconded By	Lozano
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Discussion	<p>Addition of the Triple A award and the Athena Award to Board Recognition.</p> <p>Finance minutes did get hyperlinked in on the agenda.</p>
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Vote		Yes	Sletten Leonhardi Harms Ellingson Kinkel Linzmeier Lozano Yapp	No	None	Abstain	None
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Decision	The motion was carried unanimously.
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6. Conflict of Interest

- a. As a candidate running for re-election, Linzmeier stated they would abstain from 11e.

7. Approval of Minutes

- A. 03/26/2024

Motion	Motion to approve the 7a minutes from 03/26/2024.
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Made By	Linzmeier	Seconded By	Ellingson
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Discussion	<p>Amendment for consistency requested to ensure that the Youtube video would be turned off for open forum and that the youtube broadcasting is turned off for open forum.</p> <p>Make 8a video turned off and 8c video turned back on.</p>
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Motion	Motion to approve the 7a minutes from 03/26/2024 with the amendments of Youtube references.
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Made By	Linzmeier	Seconded By	Ellingson
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Vote		Yes	Sletten Leonhardi Harms Ellingson Linzmeier Lozano Yapp	No	None	Abstain	Kinkel
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Decision	The motion was carried.
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B. 04/03/2024

Motion	Motion to approve the 7b minutes from 04/03/2024.
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Made By	Yapp	Seconded By	Harms
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Discussion	Amendment to reflect the correct number of pages, 3 not 8.
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Motion	Motion to approve the 7b minutes from 04/03/2024 with the amendment of the page numbers.
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Made By	Yapp	Seconded By	Harms
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Vote		Yes	Sletten Leonhardi Harms Kinkel Linzmeier Lozano Yapp	No	None	Abstain	Ellingson
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8. Board Recognition

- a. FRC robotics team
- b. Black Student Union
 - i. Acknowledged at the last meeting, but due to weather conditions they were asked to come tonight.
- c. Triple A Award and Athena Award recognition given by the Activities Director.



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9. Consent Agenda

Motion	Motion to approve the consent agenda.
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Made By	Kinkel	Seconded By	Leonhardi
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Discussion	<i>No discussion called</i>
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Vote		Yes	Sletten Leonhardi Harms Ellingson Kinkel Linzmeier Lozano Yapp	No	<i>None</i>	Abstain	<i>None</i>
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Decision	The motion was carried unanimously.
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10. Board and Administration Reports

- a. Student Representative Reports
 - i. FTC overview given. MSA team RPM (Rhythm Packed Mechanics) is in the top 175 of FTC teams.
 - ii. New clubs at MSA:
 - 1. ASL Club
 - 2. Psychology Club
 - iii. Girls Badminton- in leading position in the entire conference currently.
 - iv. MSA commitments to universities for athletics recognition given.
 - v. Overview of student representative Ayalew’s personal athletic and academic accomplishments.
- b. Board Report
 - i. Workshop/Work Session Review
 - We are developing a roadmap to our future.
 - We looked back so that we can move forward - reviewed and discussed pulse survey results before developing a 3-year plan.
 - Discussed concrete steps for future (board) development.
 - ii. VOA information
 - 1. Teamworks, Dr. Hinton, and Sletten were invited to a conference at VOA for MN Charter School Leadership Conference. Session



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that Teamworks has submitted is "From Chaos to Clarity: Getting Your School Board On Track." Overview provided of the session.

- iii. Executive Director Review Update
 - 1. Documents due from members at the end of this week. Research conducted through MSBA. When the goals for the executive director and board are developed, they should be parallel.
- c. Executive Directors Report
 - i. Updates beyond report:
 - 1. Email from Senator Mitchell that the School Safety Aid has made its way into a bill for consideration.
 - 2. Coffee with the Director was a success, and Woodbury Mayor Anne Burke attended to discuss expansion and MSA.
 - 3. School lunch- starting to work with City of Woodbury on food and beverage licensure. It is a 6-9 month process to launch a school lunch program. Acknowledgement that there are challenges with our current facility structure.
 - ii. Draft budget- current surplus reflects \$31,535.
 - 1. Time has been spent with enrollment trends, PSEO impacts, developing formulas to track PSEO changes. Current budget has a conservative estimate for PSEO.
 - 2. This budget looks different than previous years, as the Century College students are included in it (ADM), and are accounted for in the contract line of the budget.
 - 3. Line by line review from last school year and this school year of each budget line. Previously each line item had increased by 2%.
 - 4. Continuing to work towards closing the wage gap between South Washington County and MSA.
 - a. Average increase for teachers is 6.3%. If anyone was under 4%, we bought them an extra step.
 - 5. Looking to add a health teacher, business teacher, dean of students, and one to two special education teachers (based on enrollment needs). Need for paraprofessionals will be addressed based on enrollment and IEP needs.
 - 6. Staff relocations- feedback from staff is that interventions would be better in advisory periods.
 - a. Instructional coach 0.8.
 - b. Additional 0.5 for community engagement.
 - c. Continued realignment of office duties with no additional staff.
 - 7. An estimate for our benefits came in yesterday afternoon, and the cost is on target with our budget. Permission requested to start open enrollment prior to the final contract comes through for



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approval. The board discussed that there would be a continuation of Medica coverage and that the plan would not be changed. The Medica coverage would be up for its annual price increase.

iii. Draft Equity Plan

1. Overview of Equity, PLC's, PBIS, SST, Special Services, Special Education, Community Engagement.
2. Socioeconomic equity question raised on recognising how we are making things equitable across the socioeconomic platforms. Acknowledging that the number of individuals qualifying for Educational Benefits is a very small percentage, and this data is protected by a very small number of staff.

iv. Expansion

1. Initial feasibility study was completed, and will be added to the expansion brief for the BOD.
2. Expecting pricing in the next week for the buildings.
3. Current hope is to make a purchase agreement in May. Potential to add a special session to May, depending on how much stuff is coming through and how much time is needed.
4. PACT Charter school in Ramsey, MN was visited as the school was built with many of the economical construction methods that the architecture team is looking into.

d. Finance Committee Report

- i. Overview of the financial reports and minutes provided.
 1. Update on the food pantry grant received from Washington County. The funds from the grant have been spent, and MSA is awaiting the reimbursement from the grant.

Motion	Motion to approve the March financials.
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Made By	Leonhardi	Seconded By	Kinkel
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Discussion	No further discussion.
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Vote		Yes	Sletten Leonhardi Harms Ellingson Kinkel Linzmeier Lozano Yapp	No	<i>None</i>	Abstain	<i>None</i>
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Decision	The motion was carried unanimously.
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- e. Governance Committee Report
 - i. Report submitted. Clarification that elementary references were kept in the Policy 621: Literacy and The Read Act for future needs.
 - ii. Election Committee- report submitted.

11. Action Items

- a. June Workshop/Worksession Date
 - i. June 11th- VOA.
 - ii. June 18th- proposed.
 - 1. Agreement to have the Chair submit a Doodle Poll to members and bring a motion for a date to the next meeting.
- b. Discussion: Policy 606: Textbooks and Instructional Materials
 - i. Overview of policy provided. There will be a system of procedures outlined during the second read. Request made for verbiage change for “foster respect and understanding” versus the language behind the word “appreciation.”
- c. Discussion: Policy 621: Literacy and The Read Act.
 - i. When a student opts out of testing, the teacher has an obligation to notice when a student is below grade level. There is something in case when that situation arises. There are elements in place that are mandated. There are a lot of working parts that the State is working out with implementation of this. There will need to be revisions to this policy, as some items may change.
- d. Draft Budget
 - i. \$8,565 given per student. The number of students on site is not going up much, due to all growth in grades 11 and 12. The growth is also seen in the PSEO contract. Maintaining the growth trajectory that we started to keep these students flowing through.
 - ii. A large portion of the funds go towards paying staff and the added staff.
 - iii. The biggest growth is seen in lease aid due to receiving full lease aid on all students that are enrolled.
 - iv. The final approval of the budget will come in June. The draft is submitted to the Authorizer.
 - v. WADM stands for weighted average daily membership (students in grades K-6 get 1.0 ADM and students in grades 7-12 get 1.15 ADM).

Motion	Motion to approve the draft budget model.
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Made By	Ellingson	Seconded By	Linzmeier
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Discussion	No further discussion. The discussion prior to the motion was recognized.
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Vote		Yes	Sletten Leonhardi Harms Ellingson Kinkel Linzmeier Lozano Yapp	No	None	Abstain	None
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Decision	The motion was carried unanimously.
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e. Election Ballot

- i. Overview of notes provided from the meeting. Background checks have been completed, and a correction has been sent in for a candidate member's statement.
- ii. Recommendations for the individuals applied have followed all the rules in place for this year.
- iii. Question about an applicant candidate with an investigation from March of 2022. It was recommended by the committee to have the Chair investigate concerns at the next BOD meeting. Attorney was contacted on the matter, and statement read from attorney for the record:
 1. *Annie Cardenas was an employee and board director of the academy who was subject to an investigation and resigned June 2nd, 2022 during the pendency investigation. With regard to taking any action against A.C. in her current bid for community member director, it would not be appropriate for the academy to prohibit A.C. from being on the ballot, nor to refuse to seat her if she won the election. The academy's bylaws and MN statutes chapter 124E do not provide authority to remove a candidate from the ballot or allow a current board to not seat a candidate who won election. As defined by the academy's bylaws, the board retains the ability to remove a director at any time, with or without cause, if 2/3 or the remaining directors present affirmatively to vote to remove the director.*

Motion	Motion to approve the ballot presented by the election committee with the inclusion of the corrected statement by the candidate.
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Made By	Yapp	Seconded By	Ellingson
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Discussion	Question on why there were two statements from a candidate. An error was noticed on one statement that was not correct and the school noticed due to having access to that information. The individual was asked to revise it, and they did so. The committee members did not feel comfortable proceeding with information that was not completely accurate. Legally the school cannot post inaccurate information.
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Vote		Yes	Sletten Leonhardi Ellingson Kinkel Lozano Yapp	No	<i>None</i>	Abstain	Linzmeier Harms
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Decision	The motion was carried.
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12. Future BOD Items

- a. Executive Director Review
 - i. Request to complete by Friday 4/19/24 from Board Chair.
- b. Board Contract Goals
 - i. We have received a review or contract goals from the Authorizer, and these will be for discussion and review at the next meeting.
- c. Staff Handbook
- d. Student/Parent Handbook
- e. Proposed Budget

13. Motion to Adjourn

Motion	Motion to adjourn at 7:29pm
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Made By	Lozano	Seconded By	Yapp
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Decision	The motion was carried unanimously.
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Meeting adjourned at 7:29pm.

Submitted: Shauni Holt, Board Recorder

Approved: Sarah Harms, Secretary