



BOD Meeting
 Tuesday 12/17/2024 at 6:00pm
 8430 Woodbury Crossing, Woodbury, MN 55125
 Room 4A

MEETING MINUTES

- 1. BOD meeting called to order by chair at 6:02pm.**
- 2. Reading of Mission, Vision, Land Acknowledgement**
 Vision and Mission read by Abigail Wudmatas
 Land Acknowledgement read by Abigail Wudmatas
- 3. Roll Call of Members**

Name	Present/Absent
Wendell Sletten, Teacher Member, BOD Chair	Present
Brian Linzmeier, Community Member, Vice-Chair	Present
Isaac Leonhardi, Teacher Member, Treasurer	Present
Sarah Harms, Teacher Member, Secretary	Present
Tamara Brooks, Teacher Member	Present
Dan Ellingson, Parent Member	Present
Jules Kinkel, Community Member	Present
Kari Koerner, Parent Member	<i>Present, remote</i>
Mary Yapp, Parent Member	Present
Kate Hinton, Ex-officio, Executive Director	Present
Nneka Amadi, Ex-officio, Student Representative	<i>Absent</i>
Abigail Wudmatas, Ex-officio, Student Representative	Present

- 4. Open Forum**
 - a. None submitted.
- 5. Approval of Agenda**



Motion	I move to approve the agenda.
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Made By	Kinkel	Seconded By	Linzmeier
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Discussion	None.
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Vote		Yes	Sletten Linzmeier Leonhardi Harms Koerner Brooks Yapp Ellingson Kinkel	No	None	Abstain	None
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Decision	Motion passed unanimously.
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6. Conflict of Interest
a. None stated.

7. Approval of Minutes

Motion	I move to approve the minutes.
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Made By	Linzmeier	Seconded By	Brooks
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Discussion	None.
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Vote		Yes	Sletten Linzmeier Leonhardi Harms Koerner Brooks Yapp	No		Abstain	<i>Kinkel Ellingson</i>
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Decision	Motion passed.
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8. Board Recognition

- a. The Board recognizes students who were presented with the College Board National Recognition Awards.

9. Consent Agenda

Motion	I move to pass the consent agenda.
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Made By	Linzmeier	Seconded By	Ellingson
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Discussion	None. Time for discussion was not called.
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Vote		Yes	Sletten Linzmeier Leonhardi Harms Koerner Brooks Yapp Ellingson Kinkel	No		Abstain	
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Decision	Motion passed unanimously.
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10. Board and Administration Reports

a. Student Rep Reports

- i. MSA 7th Grader has published a book, The Witches of Snowspell, available on Amazon.
- ii. Winter sports update.
- iii. Winter Formal Dance is January 25th, hosted by BSU.
- iv. FTC team Cyber Machina has won several awards and placements at their latest competition.
- v. Student directed One Act Plays are the last week of January/first week of February.

b. Board Report

- i. No workshop in December, next workshop is January 14, 2025.
- ii. We are planning a date to meet with our authorizer to discuss expansion.

c. ED Report

- i. Equity Audit is complete and available on the website.
 - 1. MSA is becoming more diverse and equity gaps are decreasing.
 - 2. Areas of improvement are: parent involvement in governance and behavior referrals.



- 3. Further recommendations will be presented in Section 10. Action Items.
- ii. Give to the Max Report
 - 1. Slightly more than \$30,000 was raised by both general and designated donations.
 - 2. Of undesignated donations: 60% of available donations will go to technology updates in building B. 20% go to teacher Mini Grants. 20% will go to the food pantry.
- iii. Expansion Update
 - 1. The Woodbury neighborhood meeting took place 12/12, at which our project team presented our plan. The project was well received by the community.
 - 2. Land use application was submitted today (12/17).
 - 3. Upcoming meetings: 1/13 Planning Commission, 1/22 City Council meeting, both at 7:00pm.
 - 4. Closing is planned for 3/25, must be done by 4/1 or our agreement expires. Construction can begin two weeks after we gain possession of the property.
- d. **Finance Committee Report**
 - i. The Finance Committee did not meet in December. November and December Financials will be reviewed at the January meeting.
 - ii. Abdo Audit Findings Presentation
 - 1. No areas of non-compliance found.
 - 2. MSA is financially healthy. No current concerns.

11. Action Items

a. Puerto Rico Trip

- i. Q: Are there fundraising plans for students who cannot afford the trip? A: There are scholarships through EF. Fundraising was done for the Spain trip, but it was unsuccessful.
- ii. Q: Is the Spanish department's plan to do an international trip every other year? A: Yes, in even numbered years we plan to do an international trip. In odd numbered years we will go to an immersion camp
- iii. Q: Is there data about how the Spain trip was received? A: Yes, we collected some data to send to EF, but it is not formal. Suggestion to present this data to the board and families.

Motion	I move to approve the Puerto Rico Trip.		
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Made By	Linzmeier	Seconded By	Brooks
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Discussion	Valid points made about fundraising. Having trips planned in advance helps parents and students budget and look forward.		
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Vote		Yes	Sletten Linzmeier Leonhardi Harms Koerner Brooks Yapp Ellingson Kinkel	No	<i>None</i>	Abstain	<i>None</i>
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Decision	Motion passes unanimously.
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b. Purchase Agreement Property

- i. Changes: We must pay the Green Acres tax. Beginning 11/1/2024, we must pay \$750 per day to hold the property until we close.

Motion	I move to approve the purchase agreement.
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Made By	Ellingson	Seconded By	Kinkel
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Discussion	Q: Is there a way to put the daily \$750 onto this tax? A: No, we're not paying this daily, it will be added on; this will come out of bonds. Beyond our control is schedule, but is still do-able. It makes the most sense to hold here in this agreement. This is a recommendation from Kou.
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Vote		Yes	Sletten Linzmeier Leonhardi Harms Koerner Brooks Yapp Ellingson Kinkel	No	<i>None</i>	Abstain	<i>None</i>
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Decision	Motion passes unanimously.
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c. Approval of Financial Audit

Motion	I move to approve the financial audit.
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Made By	Leonhardi	Seconded By	Linzmeier
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Discussion	We have the audit and everything is submitted to MDE, this is just part of the process.
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Vote		Yes	Sletten Linzmeier Leonhardi Harms Koerner Brooks Yapp Ellingson Kinkel	No	None	Abstain	None
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Decision	Motion passes unanimously.
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d. Equity Audit Recommendations

- i. Deeper dive into the discipline data to understand the gaps, report expected by Spring.
- ii. Be more intentional about parent engagement opportunities at BSU, ASU, and International Night Events.
- iii. Implement a candidate forum and voting assistance for BOD elections.
- iv. Tracking parent-teacher conference attendance and being flexible to include more parents.
- v. Continued training on Multi-tiered supports.
- vi. Recommended annual review of equity data.

Motion	I motion to approve the equity audit recommendations.
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Made By	Brooks	Seconded By	Sletten
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Discussion	Compare current voting turnout to when we used paper ballots. Suggested that the election committee should do more family engagement. The voting issues are systematic and we should audit what we are doing as a community that makes those feel marginalized. There are first generation immigrants that don't know if they can vote, there is a separate voting process from public vote. Students have to help first generation parents translate and debate the time it takes to vote in this election. Need to make opportunities to make this less taxing. Could make the website
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	multi language friendly/inviting.
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Vote		Yes	Sletten Linzmeier Leonhardi Harms Koerner Brooks Yapp Ellingson Kinkel	No	<i>None</i>	Abstain	<i>None</i>
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Decision	Motion passes unanimously.
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e. Creation of Survey Committee

- i. Survey committee is established to provide oversight on the annual staff, student, and family surveys. This survey will be opened at the end of January.
- ii. Linzmeier, Kinkel, and Harms volunteer to serve on the committee.

12. Closed Session

- a. The meeting will be closed as permitted by section 13D.05, subdivision 3 (a), to evaluate the performance of Math and Science Academy’s Executive Director (ED Mid Year Check In).

Motion	Motion to reopen the meeting.
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Made By	Yapp	Seconded By	Kinkel
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Discussion	None.
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Vote		Yes	Sletten Linzmeier Leonhardi Harms Koerner Brooks Yapp Ellingson Kinkel	No	<i>None</i>	Abstain	<i>None</i>
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Decision	Motion passes unanimously.
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13. Future BOD Items

- a. Finance Training with Creative Planning
- b. 25/26 Calendar
- c. Determine 2025-2026 Enrollment Numbers
- d. Establish Election Committee

14. Adjournment

Motion	I move to adjourn the meeting.
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Made By	Yapp	Seconded By	Ellingson
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Discussion	None.
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Vote		Yes	Sletten Linzmeier Leonhardi Harms Koerner Brooks Yapp Ellingson Kinkel	No		Abstain	
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Decision	Motion passes unanimously.
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Meeting adjourned at 8:23pm
Submitted: Caitlin Bond
Approved: Sarah Harms