

**DRAFT - NOT YET APPROVED**

**Board of Directors  
Meeting Minutes  
Math & Science Academy  
Monday, July 18, 2022  
Building B and Remotely  
8430 Woodbury Crossing, Woodbury, MN 55125**

**1. Call to Order** by Dan Ellingson at 6:15 pm

Vision and Mission read by Maggie Burggraaff.

**2. Roll Call of Members**

**Present:**

Voting:

Dan Ellingson, Chair

Maggie Burggraaff, Vice Chair

Cody Schniepp, Treasurer

Jeff Eng

Non-voting:

Randy Vetsch, Executive Director

**Absent:**

Jennifer Bartle, Secretary

Erik Fair

**3. Approval of Agenda**

Conflicts of Interest: None

Amanda will take minutes. There is no Board Secretary.

**Motion to approve the agenda.**

Moved by: Maggie Buggraaff

Second: Dan Ellingson

Discussion:

There are no documents to 12f and 12h. Remove from Consent Agenda.

**Motion to approve Agenda as amended.**

Vote: 4-yes                      0-no    0-abstain

The motion carries.

**4. MSA Monthly Celebration - Back in September 2022**

**5. Open Forum**

None

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### **6. Approval of Minutes.**

#### **a. Motion to approve the BOD Workshop and Meeting, June 20, 2022.**

Moved by: Dan Ellingson                      Second: Maggie Burggraaff

Discussion:

None

Vote: 4-yes                      0-no    0-abstain

The motion carries.

### **7. Student Representative Communication and Update**

None

### **8. Executive Director's Report**

Mr. Vetsch provided the update in the Board packet.

- a. Dashboard - The dashboard follows the strategic plan.
- b. Teacher Hiring Update - There's a shortage. However, all positions have been hired except for Spanish.

### **9. Chair's Report**

Mr. Ellingson announced Mr. Erik Fair's decision to step down from the Board. Governance committee will need to be filled. In the meantime, Mr. Ellingson will fill in.

### **10. Reports from Board Committees, Activities Director and Task Forces**

Governance (Ellingson): No report submitted.

School Expansion (Eng): No report submitted.

Policy (TBD): No report submitted.

Finance (Schniepp): Report submitted. They are working on the final year end for the audit. It will be ready next month for approval. Next month's meeting will be Aug 8 at 3 pm. After that it will move from 5:30 to 4:30 before the board meetings.

### **11. Consent Agenda**

- a. Approve membership to MSBA and MSHSL
- b. Approval of IT contract for services
- c. Designate MDE Title Grant Authorized Representative
- d. Approve MDE designation of MSA's Special Education Director to Indigo Education.
- e. School modifications

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- f. Authorize Director and Financial Manager to approve collateral changes. (REMOVED)
- g. Granting of Administrative Authority: (Director and Finance Manager - Bergan / Jenny Abs)
- h. HR Transactions (REMOVED)
- i. Annual review of 410 Family and Medical Leave Policy Designs for Learning - updated rate

### **Motion to approve Consent Agenda.**

Moved by: Maggie Burggraaff                      Second: Cody Schniepp

Discussion:

An email was sent to Mr. Vetsch which explained the need for the collateral change. [Email](#)

### **Motion to withdraw the Consent Agenda motion and approve the Consent Agenda with the re-addition of Item f. In the consent agenda.**

Moved by: Maggie Burggraaff    Second: Cody Schniepp

Discussion:

None

Vote:        4-yes   0-no   0-abstain

The motion carries.

## **12. Diversity, Equity, and Inclusion**

### **a. Dashboard Update related to DEI**

Discussion

Mr. Ellingson explained the draft DEI Dashboards and the board discussed edits to it. Update will be forthcoming.

### **b. Approve training proposal - Paula Forbes**

Discussion:

The revised proposal was sent to the board. Board discussed the purpose of the training and the metrics.

### **Motion to approve the contract with Paula for \$50,000.**

Moved by: Dan Ellingson                      Second: Maggie Burggraaff

Discussion:

The board will wait for other board positions to be filled before the training.

Vote: 4-yes    0-no   0-abstain

The motion carries.

### **c. Discuss/approve training (Governance, Discrimination, Special Ed, etc.)**

Discussion:

Mr. Fair has stepped down from the board and Mr. Ellingson will fill in his place.

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### **d. Continue sharing outcome of investigation with public**

Discussion:

This was to be discussed during the workshop. Mr. Ellingson provided an update that the lawyers are reviewing and will be shared in the board packet after review.

### **e. Authorizer - Improvement Plan**

Discussion:

Mr. Ellingson provided background.

### **f. BOD By-Law discussion**

**i. By\_Laws\_After\_2019\_Revision.pdf**

**ii. Number of members going forward**

**iii. Legal requirements / recommendations**

**iv. Rules for officer positions**

**v. Authorizer recommendations**

Discussion:

Mr. Ellingson provided an overview of the process. Mr. Ellingson will make recommendations to the board next month. Mr. Ellingson felt it would be better to have more board members because with 4 board members one vote can sway the decision whereas if there were more board members, it would be better.

## **13. Items for Discussion**

### **A. Director Work Plan review**

**i. 2022-06 E Director Survey by Staff.pdf**

**ii. 2022-06 E Survey by Community.pdf**

Discussion:

This was to provide Mr. Vetsch time to review the work plan.

### **B. Discuss Board goals**

Discussion:

Mr. Ellingson noted that it would be good to have progress with the executive board dashboard, expansion plan, and DEI dashboard.

### **C. Staff Handbook - view redline edits**

Discussion:

The redline edits were provided and were made available to staff. Board discussed the use of PTO and stipend for activities.

## **Motion for Board to recess at 7:25 pm.**

Moved by: Cody Schniepp

Second: Dan Ellingson

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Vote: 4-yes 0-no 0-abstain  
The motion carries.

**Board resumed at 7:33 pm**

### 14. Items for Decision

#### a. Approve external BOD/staff training dates and topics

Discussion:

Mr. Ellingson would like to wait for training dates and the topics are good.

#### b. Approve NTH contract

Discussion:

Mr .Eng provided an update. There were 3 interviews and recommends NTH as the owner's representative. MSA's attorney is finalizing the terms and is not completed for this meeting.

**Motion to engage NTH for \$19,700 for the next 30 days and continue to finalize the agreement. During the 30 days, MSA and NTH will conduct planning meetings and will complete the terms of the agreement whereby NTH serves as MSA's owner's representative for the expansion project.**

Moved by: Jeff Eng                      Second: Cody Schniepp

Vote: 4-yes 0-no -abstain  
The motion carries.

#### c. BOD Recorder assignment

Discussion:

Mr. Ellingson and Mr. Vetsch would like Amanda Stout to help out.

**Motion to approve .**

Moved by:                      Second:

Vote: -yes 0-no -abstain  
The motion carries.

#### d. BOD Secretary assignment

Discussion:

See discussion note for item e. below.

#### e. BOD additional member seating

Discussion:

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Mr. Vetsch explained that there are three teacher spots open. Wendell Sletten would take the 3 year spot. Teresa Ward would complete this current school year and would be the secretary. DJ Johnson will take the 2 year spot.

### **Motion to recommend the seating with Sletten for 3 years, Ward for 1 year, Johnson for 2 years in August.**

Moved by: Dan Ellingson

Second: Cody Schniepp

Discussion:

There was no widespread email but staff was asked. Timing was difficult.

The parent position was just opened. Mr. Ellingson liked the process that happened last time. Board election with a small blurb from the parent nominee submitted to the board for the board packet.

Vote: 3-yes Jeff Eng-no 0-abstain

The motion carries.

### **f. Approve Student/Parent Handbook**

Discussion:

Mr. Vetsch went through the changes provided in the Board packet.

### **Motion to approve the Student/Parent Handbook.**

Moved by: Cody Schniepp

Second: Maggie Burggraaff

Vote: 4-yes 0-no -abstain

The motion carries.

### **g. Authorize Board Chair, Director, Governance Chair, and Finance Manager access to the school attorney as needed.**

### **Motion to approve the authorization of the Board Chair, Director, Governance Chair, and Finance Manager access to the school attorney as needed.**

Moved by: Dan Ellingson

Second: Maggie Burggraaff

Discussion:

Previously this access was abused and this is an attempt to help reduce the charges.

### **Motion to amend the motion to change to Executive Director.**

Moved by: Dan Ellingson

Second: Maggie Burggraaff

Vote: 4-yes 0-no 0-abstain

The motion carries.

### **h. Approve - Elections Policy 201.1**

Discussion:

Board discussed campaign activities and other redlines.

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### **i. Approve Open Meetings Policy 205**

Discussion:

Remove reference to coaches.

#### **Motion to approve .**

Moved by: Dan Ellingson

Second: Cody Schniepp

Vote: 4-yes 0-no 0-abstain

The motion carries.

### **j. Corrected 2022-23 Calendar**

Discussion:

There was one date that needed to be corrected.

#### **Motion to approve .**

Moved by: Cody Schniepp

Second: Maggie Burggraaff

Vote: 4-yes 0-no 0-abstain

The motion carries.

### **k. Approve members of the Building Company**

Discussion:

Mr. Vetsch provided background. The members will be: Randy Vetsch, Cody Schniepp, Joell Pundsack, Denise Kapler Spiess, and Jenny Abbs.

#### **Motion to approve the members.**

Moved by: Dan Ellingson

Second: Maggie Burggraaff

Vote: 3-yes 0-no Cody Schniepp-abstain

The motion carries.

## **15. Future BOD Meeting and Workshop Agenda Items**

- a. Successful administration transition
- b. Annual BOD training of Data Privacy

## **16. Meeting Plus/Minus**

Discussion:

Plus:

- There was air conditioning
- It worked better than expected with Mr. Ellingson on Zoom.
- There weren't a lot of changes to the agenda.

## **17. Motion to adjourn at 8:33 pm.**

Moved by: Dan Ellingson

Second: Maggie Burggraaff

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Vote: 4-yes 0-no 0-abstain  
The motion carries.

**Submitted:**

Ia Xiong, Board Recorder

**Approved:**

, Secretary