



BOD Meeting
 Tuesday, August 27th, 2024
 8430 Woodbury Crossing, Woodbury MN 55125
 Room 4A

MEETING MINUTES

- 1. BOD Special Meeting Call to Order by Chair at 6pm**
- 2. Reading of Mission, Vision, Land Acknowledgement**
 Vision and Mission read by Kinkel.
 Land Acknowledgement read by Harms.
- 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	Present
Mary Yapp, Parent Member	<i>Absent</i>
Kate Hinton, Ex-officio, Executive Director	Present

- 4. Open Forum**
 - a. None received.*

5. Approval of Agenda

Motion	I move to approve the agenda.
---------------	-------------------------------

Made By	Kinkel	Seconded By	Koerner
----------------	--------	--------------------	---------

Discussion	No Discussion.
-------------------	----------------



Vote		Yes	Sletten Linzmeier Leonhardi Harms Brooks Kinkel Koerner	No	<i>None</i>	Abstain	<i>None</i>
-------------	--	------------	---	-----------	-------------	----------------	-------------

Decision	The motion was carried unanimously.
-----------------	-------------------------------------

6. Conflict of interest

a. *None stated.*

7. Approval of Minutes

a. 7/16/2024 Minutes

Motion	I move to approve the 7/16/24 minutes.
---------------	--

Made By	Linzmeier	Seconded By	Brooks
----------------	-----------	--------------------	--------

Discussion	Items of grammatical nature noted as errors. Page one, the date at the top of the page did not match. Page two, board member Kinkel's name is spelled incorrectly. Page four, in the discussion section, the word "May" should be capitalized. Page eight, in the discussion section for purchase agreements, there are two periods in the third sentence that begin two resolutions.
-------------------	---

Motion	I move to approve the 7/16/24 minutes with the changes.
---------------	---

Made By	Linzmeier	Seconded By	Brooks
----------------	-----------	--------------------	--------

Vote		Yes	Sletten Linzmeier Leonhardi Harms Brooks Kinkel Koerner	No	<i>None</i>	Abstain	<i>Ellingson</i>
-------------	--	------------	---	-----------	-------------	----------------	------------------



Decision	The motion was carried forward.
-----------------	---------------------------------

b. 8/10/2024 Minutes

Motion	I move to approve the 8/10/24 minutes.
---------------	--

Made By	Linzmeier	Seconded By	Kinkel
----------------	-----------	--------------------	--------

Discussion	No further discussion.
-------------------	------------------------

Vote		Yes	Sletten Linzmeier Brooks Koerner Kinkel	No	None	Abstain	Harms Leonhardi Ellingson
-------------	--	------------	---	-----------	------	----------------	---------------------------------

Decision	The motion was carried forward.
-----------------	---------------------------------

8. Board Recognition

- a. PTO
 - i. The Parent Team Organization was recognized for their contributions to the school, including organizing Pizza Friday’s, teacher appreciation week contributions, 6th grade picnic, and events for non school days for students to attend during the school year.

9. Consent Agenda

- a. Policy Review
 - i. Policy 101 - Legal Status of the Charter School
 - ii. Policy 103 - Complaints - Students, Employees, Parents, and Other Persons
 - iii. Policy 203 - Operation of the Charter School Board - Governing Rules
 - iv. Policy 203.2 - Order of the Regular Charter School Board Meeting
- b. First Reads
 - i. Policy 203.5 - Charter School Board Meeting Agenda
- c. Second Reads
 - i. Policy 709 - Student Transportation Safety Policy
 - ii. Policy 806 - Crisis Management Policy
- d. Legislative Policy



- i. Policy 102 - Equal Education Opportunity
- ii. Policy 104 - Charter School Mission Statement
- iii. Policy 521 - Student Disability Nondiscrimination
- e. HR Transactions Summer 2024
- f. Student and Family Handbook August 2024

Motion	I move to approve the consent agenda.
---------------	---------------------------------------

Made By	Brooks	Seconded By	Leonhardi
----------------	--------	--------------------	-----------

Discussion	<i>No discussion was called.</i>
-------------------	----------------------------------

Vote		Yes	Sletten Linzmeier Leonhardi Harms Brooks Ellingson Kinkel Koerner	No	None	Abstain	None
-------------	--	------------	--	-----------	------	----------------	------

Decision	The motion was approved unanimously.
-----------------	--------------------------------------

10. Board and Administration Reports

- a. Board Report - Sletten
 - i. Workshop/Work Session Review
 - 1. Overview provided by the BOD Chair.
 - ii. Chain of Communication
 - 1. An updated chain of communication was provided to solidify and stress the importance of the communication chain. The chain of communication was designed some time ago, and was input into the current graphic presented.
- b. ED Report - Hinton
 - i. Annual Site Visit Report
 - 1. An overview of the site visit from 01/30/2024 was provided with highlights and next steps. The report was received in July 2024.
 - ii. Professional Development Plan
 - 1. Developing a system where training and support all go together.
- c. Finance Committee
 - i. August Finance Committee Minutes
 - 1. The preliminary surplus for the previous fiscal year is projecting at approximately \$100,000. The audit process will go through and confirm the amounts.



- ii. May 2024 Financial Report
- iii. May 2024 Supplemental Information
- iv. June 2024 PRELIMINARY Financial Report
- v. June Supplemental Materials
- vi. July 2024 Financial Report
- vii. July 2024 Supplemental Information

May 2024 Financials

Motion	I motion to approve the May financials.
---------------	---

Made By	Leonhardi	Seconded By	Linzmeier
----------------	-----------	--------------------	-----------

Discussion	No further discussion.
-------------------	------------------------

Vote		Yes	Sletten Linzmeier Leonhardi Harms Brooks Ellingson Kinkel Koerner	No	None	Abstain	None
-------------	--	------------	--	-----------	------	----------------	------

Decision	The motion was carried unanimously.
-----------------	-------------------------------------

June 2024 Financials

Motion	I motion to approve the June preliminary financials.
---------------	--

Made By	Leonhardi	Seconded By	Linzmeier
----------------	-----------	--------------------	-----------

Discussion	Recognition that the budget was 98-99% of categories for accuracy, and the surplus was appreciated. The choir risers are more than \$10,000 but do not need board approval due to fundraisers and individual funding offsetting a large portion of the cost. Shauni Holt is congratulated for amazing tracking.
-------------------	---



Vote		Yes	Sletten Linzmeier Leonhardi Harms Brooks Ellingson Kinkel Koerner	No	<i>None</i>	Abstain	<i>None</i>
-------------	--	------------	--	-----------	-------------	----------------	-------------

Decision	The motion was carried unanimously.
-----------------	-------------------------------------

July 2024 Financials

Motion	I motion to approve the July financials.
---------------	--

Made By	Leonhardi	Seconded By	Linzmeier
----------------	-----------	--------------------	-----------

Discussion	Question regarding the July finance reports with the charts- the chart appears to be pre-filled, despite it being the start of the fiscal year. May have been copied over the previous year by mistake in the report presented.
-------------------	---

Vote		Yes	Sletten Linzmeier Leonhardi Harms Brooks Ellingson Kinkel Koerner	No	<i>None</i>	Abstain	<i>None</i>
-------------	--	------------	--	-----------	-------------	----------------	-------------

Decision	The motion was carried unanimously.
-----------------	-------------------------------------

- d. Governance Committee
 - i. July Governance Minutes
 - 1. The minutes reflect the process and legislative updates. Some items are on hold for further changes that may be coming down the pipeline or for items that we are awaiting further clarification on.
 - ii. August Governance Minutes



1. Dr. Marrow is referenced for further questions on policy 101 and 503. After review of a majority of the policies, no changes are recommended at this time.

11. Action Items

- a. Policy 531 Pledge of Allegiance Waiver
 - i. Yearly the BOD must vote on this. It has been past practice to waive the requirement.

Motion	I motion to waive policy 531.
---------------	-------------------------------

Made By	Sletten	Seconded By	Brooks
----------------	---------	--------------------	--------

Discussion	Students can still say the pledge if they choose. It is up to the student as they deem necessary to say the pledge when they want.
-------------------	--

Vote		Yes	Sletten Linzmeier Leonhardi Harms Brooks Ellingson Kinkel Koerner	No	None	Abstain	None
-------------	--	------------	--	-----------	------	----------------	------

Decision	The motion was carried unanimously.
-----------------	-------------------------------------

- b. Student Family Handbook

Motion	I move to adopt the student/family handbook.
---------------	--

Made By	Kinkel	Seconded By	Harms
----------------	--------	--------------------	-------

Discussion	In previous years, the school created their own handbook. This year, we purchased the template from MSBA that contains legislative compliance items to be posted in handbooks. It is still being fine tuned and cleaned up. We used to be compliant enough, but this year it is fully compliant.
-------------------	--



Parents acknowledge this on back to school registration. They have access to the student/parent handbook electronically. Request to have the handbook available for BOD review earlier in future school years. There should be fewer changes in future handbooks, and we will receive redlines from MSBA in future years for handbook legislative updates.

Vote		Yes	Sletten Linzmeier Leonhardi Harms Brooks Ellingson Kinkel Koerner	No	<i>None</i>	Abstain	<i>None</i>
-------------	--	------------	--	-----------	-------------	----------------	-------------

Decision The motion was carried unanimously.

12. Future BOD Items

- a. Board/ED Goals
- b. Expansion
- c. Elementary Guiding Change Discussion

13. Adjournment

Motion I motion to adjourn.

Made By Ellingson **Seconded By** Kinkel

Vote		Yes	Sletten Linzmeier Leonhardi Harms Brooks Ellingson Kinkel Koerner	No	<i>None</i>	Abstain	<i>None</i>
-------------	--	------------	--	-----------	-------------	----------------	-------------

Decision The motion was carried unanimously.



Meeting adjourned at 6:49

Submitted: Shauni Holt, Board Recorder

Approved: Sarah Harms, Secretary