



BOD Special Meeting  
 Tuesday 09/24/2024 at 6:00pm  
 8430 Woodbury Crossing, Woodbury, MN 55125  
 Room 4A

**MEETING MINUTES**

- 1. BOD meeting called to order by chair at 6pm.**
- 2. Reading of Mission, Vision, Land Acknowledgement**  
 Vision and Mission read by Linzmeier  
 Land Acknowledgement read by Kinkel
- 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	<i>Absent</i>
Dan Ellingson, Parent Member	Present
Jules Kinkel, Community Member	Present
Kari Koerner, Parent Member	Present
Mary Yapp, Parent Member	Present
Kate Hinton, Ex-officio, Executive Director	Present
Nneka Amadi, Ex-officio, Student Representative	Present
Abigail Wudmatas, Ex-officio, Student Representative	<i>Absent</i>

- 4. Open Forum**  
*None submitted*

**5. Approval of Agenda**

<b>Motion</b>	I move to approve the agenda.
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<b>Made By</b>	Linzmeier	<b>Seconded By</b>	Koerner
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<b>Discussion</b>	Question regarding 10E (committee did not meet) and 9b, 9c, and 9d stated that the Governance Committee is recommending the passing. Clarification that these items were addressed at the last meeting.
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<b>Vote</b>		<b>Yes</b>	Sletten Linzmeier Leonhardi Harms Ellingson Kinkel Koerner Yapp	<b>No</b>	None	<b>Abstain</b>	None
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<b>Decision</b>	The motion was approved unanimously.
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**6. Conflict of Interest**  
*None stated.*

**7. Approval of Minutes**  
a. August Minutes

<b>Motion</b>	Motion to approve the minutes
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<b>Made By</b>	Ellingson	<b>Seconded By</b>	Kinkel
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<b>Discussion</b>	Ellingson’s name, starting at 9f, was not included in the remainder of motions in the “Yes” vote column.
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<b>Vote</b>		<b>Yes</b>	Sletten Linzmeier Leonhardi Harms Ellingson Kinkel Koerner	<b>No</b>	None	<b>Abstain</b>	Yapp
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<b>Decision</b>	The motion carried forward.
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**8. Board Recognition**

- a. Recognition and Welcome to our new student representatives  
Nneka Amadi  
Abigail Wudmatas

**9. Consent Agenda**

- a. Annual Report
- b. Policy Review
  - i. 722
- c. Legislative Updates
  - i. 516
  - ii. 503
- d. Second Read
  - i. 203.5

<b>Motion</b>	I move to pass the consent agenda with an amendment on page 6 of the “Annual Report” reflecting “Kinkel seated in 2021” and updating it to August of 2023.
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<b>Made By</b>	Kinkel	<b>Seconded By</b>	Ellingson
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<b>Discussion</b>	Question on the annual report to be asked in the Executive Director report. Verification that the question will not change the report contents.
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<b>Vote</b>		<b>Yes</b>	Sletten Linzmeier Leonhardi Harms Ellingson Kinkel Koerner Yapp	<b>No</b>		<b>Abstain</b>	
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<b>Decision</b>	The motion was approved unanimously.
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**10. Board and Administration Reports**

- a. Student Rep Reports
  - i. New student activities overview provided for Asian Student Union, UNICEF Club, HOSA, MSA’s Debate Team. Acknowledgement that a lot of time and effort was put into these activities from the students that started them.



- ii. Two merit semi-finalists, Ethan Jones and Rigo Tesoro scored in the top 1% of all PSEO exams.
- b. Board Report - Sletten
  - i. Workshop/Work Session Review
    - 1. The board spent time working on our goals. Dr. Hinton and director Brooks are in the process of writing SMART Goals for the next worksession.
- c. ED Report - Hinton
  - i. Beginning of School
    - 1. Overview of report, including enrollment trends, minority representation, and special education/504/English Learner trends. We are seeing a change in recruiting and bringing in more students with economic need was demonstrated by the 6th grade class having 20% of students directly certified for educational benefits.
    - 2. Average class sizes are 20.5 students. However, some classes have more.
    - 3. 722 students are enrolled with ADM reflecting 686. The prediction models built for PSEO last spring were able to accurately predict the PSEO ADM calculations for the Century College Contract.
      - a. Acknowledgement that the ADM differs from the finance reports due to still receiving schedules from PSEO students (non Century College Contract students).
    - 4. Phenomenal skill sets are contributed by the new staffing additions, and staff is becoming increasingly diverse.
    - 5. We are pleased that the diversity population has continued to grow, and is significantly higher than our neighboring District 833.
    - 6. Challenges continue to be space and transportation.
      - a. Question regarding traffic study and if we can forward think with our current difficulties. Dr. Hinton acknowledged that the city is very aware of the traffic situation at the current site. A calculation of students who bus, walk, and are dropped off was submitted with the traffic study.
- d. Finance Committee Report
  - i. Minutes
    - 1. Overview of the finance minutes and reports was provided. The 677 ADM number was acknowledged as the number at the end of August.
  - ii. Financial Report
  - iii. Supplemental Information

<b>Motion</b>	I move to approve the August 2024 financial reports.
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<b>Made By</b>	Leonhardi	<b>Seconded By</b>	Yapp
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<b>Discussion</b>	No further discussion.
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<b>Vote</b>		<b>Yes</b>	Sletten Linzmeier Leonhardi Harms Ellingson Kinkel Koerner Yapp	<b>No</b>	None	<b>Abstain</b>	None
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<b>Decision</b>	The motion was approved unanimously.
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- e. Governance Committee
  - i. *Has not met in September.*
    1. Next meeting is Monday, 9/30/24.

**11. Action Items**

- a. JB Vang Update
  - i. Approval of Architect Phase 1 Contract
    1. A representative from JB Vang provided an overview of the current progress. Interior design costs have been shifted to after closing on property, to decrease upfront costs (will be billed later in the project). The traffic study was not initially budgeted for in the timeline, but the county and city require it since Bailey Road is a county road. We are not able to move forward with next steps until the traffic study has been reviewed internally by the City of Woodbury.
    2. An overview of financials and updated interest rates was provided.
    3. There is not a need to approve an architectural contract tonight as we are waiting on the results of the traffic study.

<b>Motion</b>	I move to postpone the approval of the architect phase one contract.
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<b>Made By</b>	Kinkel	<b>Seconded By</b>	Ellingson
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<b>Discussion</b>	Clarification that the phase 1 architect approval will be discussed at a later date. It is not an item that is tabled with a potential to not revisit.
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<b>Vote</b>		<b>Yes</b>	Sletten Linzmeier Leonhardi Harms Ellingson Kinkel Koerner Yapp	<b>No</b>	None	<b>Abstain</b>	None
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<b>Decision</b>	The motion was passed unanimously.
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- b.
  - i. Reimbursement resolution for school.
    - 1. This reimbursement resolution acknowledges that the school is spending money to pursue a project that the building company owns. The building company will reimburse the school beyond the 60 day window.

<b>Motion</b>	I move to approve the reimbursement resolution for MSA.
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<b>Made By</b>	Ellingson	<b>Seconded By</b>	Harms
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<b>Discussion</b>	Clarification that this item is signed by the board of directors secretary versus the treasurer. This is due to reflecting that the item has been acknowledged by the person in charge of documentation.
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<b>Vote</b>		<b>Yes</b>	Sletten Linzmeier Leonhardi Harms Ellingson Kinkel Koerner Yapp	<b>No</b>	None	<b>Abstain</b>	None
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<b>Decision</b>	Motion passed unanimously.
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**12. Future BOD Items**

- a. Board Goals
- b. Strategic Planning
- c. Finance Training
- d. Data Privacy Training



### 13. Adjournment

<b>Motion</b>	I move to adjourn the meeting.
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<b>Made By</b>	Linzmeier	<b>Seconded By</b>	Koerner
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**Meeting adjourned at 7:02**

**Submitted: Shauni Holt, Board Recorder**

**Approved: Sarah Harms, Secretary**