



BOD Meeting
 January 28, 2025
 8430 Woodbury Crossing, Woodbury, MN 55125
 Room 4A

MEETING MINUTES

- 1. BOD meeting called to order by chair at 6:00pm.**
- 2. Reading of Mission, Vision, Land Acknowledgement**
 Vision and Mission read by Abigail Wudmatas.
 Land Acknowledgement read by Nneka Amadi.

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	Present

4. Open Forum

- a. A stakeholder spoke about the Star Tribune article.



5. Approval of Agenda

Motion	I motion to approve the agenda.
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Made By	Linzmeier	Seconded By	Koerner
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Discussion	Change date on the top from 2024 to 2025. Add item 11h- February Retreat Timing. Postpone 8a- recognition of Tamara Brooks to the next meeting.
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Vote		Yes	Sletten Linzmeier Leonhardi Harms Kinkel Koerner Ellingson Yapp	No	<i>None</i>	Abstain	<i>None</i>
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Decision	Motion passes unanimously.
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6. Conflict of Interest

- a. None stated.

7. Approval of Minutes

Motion	I motion to approve the December minutes.
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Made By	Yapp	Seconded By	Kinkel
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Discussion	Page 4- "slightly more than \$30,000 was raised." Page 5 11b-"11/01/2024."
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Vote		Yes	Sletten Linzmeier Leonhardi Harms Kinkel Koerner Ellingson Yapp	No	<i>None</i>	Abstain	<i>None</i>
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Decision Motion passes unanimously.

8. Board Recognition - Tamara Brooks

- a. Postponed to the February 25, 2025 meeting.

9. Consent Agenda

Motion I move to pass the consent agenda.

Made By Koerner **Seconded By** Linzmeier

Discussion None.

Vote		Yes	Sletten Linzmeier Leonhardi Harms Kinkel Koerner Ellingson Yapp	No	<i>None</i>	Abstain	<i>None</i>
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Decision Motion passes unanimously.

10. Board and Administration Reports

a. Student Rep Reports

- i. Field and Skate Day on 1/27/25 by PTO was a success.
- ii. 1/16/2025 Choir and Orchestra winter concert was very well attended.
- iii. HOSA attended the mid-winter conference on 1/8/2025.



- iv. Student Recognition: Idrees Ahmad built an app to aid those finding their voting district and was recognized by members of MN congress.
- v. Winter formal was 1/25/2025, BSU thanks its members, PTO, and Brooks for their efforts.
- vi. Youth in Government Conference was the first week of January. Students learned about the government and their part in it.
- vii. Elementary and Secondary Open Houses were this month. Student panels were included.
- viii. Travelled to the Ordway on MLK day and attended panels featuring important voices.
- ix. One-Acts coming up this Friday and Saturday. They are student directed and very excited to show them off.

b. Board Report

- i. Members should review previous month's minutes by the Wednesday before the Board Meeting.
- ii. Questions on policies should be directed toward the governance committee.
- iii. At January's work session, BOD met with Bruce Sorenson who recently switched from Baird to Hilltop. We will be getting both companies to work on upcoming bond sales.
- iv. Developed amendments to guiding change document to include how elementary will impact our wants/needs and path to get there.

c. Expansion Report

- i. Presented by Kou from JB Vang. No road connections to any neighborhood streets, otherwise little change was made to the building/parking lot.
- ii. Timeline update was given. Goal is to complete Appendix A and bond documents by the beginning of March, with pre-close beginning 3rd week of March, purchase finalized by April 2025. Construction to begin in April, Phase 1 completed by December 2025, Phase 2 completed by summer 2026.
- iii. Q: If Phase 1 is completed by December 2025, what does that look like?
A: Depends on the priorities of the leadership. Do we focus on classrooms or ancillary features?
- iv. Q: Are we able to move forward despite long lead times on the roadwork?
A: Yes, though there are unexpected roadwork costs of \$800k-1m. We are determining the pay structure with the city. We can begin construction regardless.
- v. Budget summary was given.
- vi. Q: The \$60m bond resolution is not how much we will borrow, but how much is available? A: Yes.
- vii. Q: Will current political climates affect the construction costs at all? A: We don't expect much change, maybe a slight increase to steel, but nothing large is anticipated.
- viii. Q: What % building costs are imported? A: No more than 15-20%.
- ix. The architect contract is in two phases: the site work and the shell work. We're asking for approval for the costs for phase 1. Phase 2 will not be



considered until after bond closing. This is within the originally proposed percentage.

- x. Q: Clarification on the site map requested. A: Clarification was provided.
- xi. Q: How are we handling security/safety, have we reached out to the police for help? A: Not yet, because the building was just approved by the city on 1/22/2025, but we will in the future.

d. ED Report

- i. Lottery Update: As of 1/28/2024 629 student applications of which 61 are siblings and 6 are staff.
- ii. We are requesting the board to approve enrollment numbers similar to last year. If approved, we would expect to select 96 6th graders, 30 9th graders, and one or two other students in each other grade at the lottery.
- iii. Waitlist of 561, enrollment is expected to be 764 in 25/26 school year.
- iv. Even though we are expecting about a 39 student increase, that change is coming in 12th grade and is expected to be mostly PSEO, so classes won't be too overcrowded.
- v. Q: In some grades there are more sibling/staff applications than spots predicted, will that even out? A: No, it is based on statute acceptance goes siblings, then staff, then general. It is possible for siblings to be waitlisted.
- vi. Elementary Affidavit: The application is due March 1st. It will be submitted before February 1st (pending board approval at this meeting). It will then be reviewed by SAM etc. and approved by Sep. 1. It will be sent to the state by October 1. Set to open Elementary by Fall 2026.

e. Finance Committee Report

- i. A review of November and December financials were provided.
- ii. Expenditures were lower due to PSEO payouts.
- iii. Balance was a bit lower due to repairs that are expected to be approved through insurance payouts.
 - 1. Damage to the gym floor will go through an insurance claim.
- iv. Second semester working ADM is not expected to change much, but may slightly increase.
- v. AFC is going through a "buy a brick" fundraiser.
- vi. Changes in financials due to a fund that goes straight to repairs, expect \$500,000 to come back before the end of January.

Motion	I motion to approve the November financial reports.
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Made By	Leonhardi	Seconded By	Kinkel
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Discussion	None.
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Vote		Yes	Sletten Linzmeier Leonhardi Harms Kinkel Koerner Ellingson Yapp	No	<i>None</i>	Abstain	<i>None</i>
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Decision	Motion passes unanimously.
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Motion	I motion to approve the December financial reports.
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Made By	Leonhardi	Seconded By	Harms
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Discussion	None.
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Vote		Yes	Sletten Linzmeier Leonhardi Harms Kinkel Koerner Ellingson Yapp	No	<i>None</i>	Abstain	<i>None</i>
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Decision	Motion passes unanimously.
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f. Governance Committee

- i. No questions were voiced. If questions arise, please send them to Member Kinkel before the February Meeting.

11. Action Items

- a. Set Enrollment Limits for the Lottery.

Motion	I move to approve the enrollment limits for the lottery.
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Made By	Linzmeier	Seconded By	Kinkel
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Discussion	<p>Q: What % of 11th and 12th are typically full-time/part-time PSEO? A: Number could be estimated, but will get back with exact amounts.</p> <p>Q: Last year, we approved 710 and are currently packed, can we handle 725? A: It is very difficult to make this amount of students up later to make full capacity. We can handle the increase in students by: 1. Having teachers float to open classrooms when the room would have otherwise been empty. 2. Upper grades' class sizes are currently small so we can increase the number of students in these classes without approaching class size limits. 3. Most students affected will be off-campus for PSEO.</p> <p>Teachers and students can face movement challenges, but it is doable. Usual additions are made in 9th grade due to the easier transition and additions needed throughout high school.</p>
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Vote		Yes	Sletten Linzmeier Leonhardi Harms Kinkel Koerner Ellingson	No	<i>Yapp</i>	Abstain	<i>None</i>
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Decision	Motion passes.
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b. Vaccination Exclusions

- i. As of last week, 43 students have not completed their vaccination requirements. There are many ways to correct this, but none have been met. Our current 530 policy requires us to exclude them from school. It is requested that the Board extends an additional grace period for students to become compliant by March 3rd.

Motion	I motion to exclude 43 students on March 3rd if they are not in compliance with policy 530.
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Made By	Ellingson	Seconded By	Yapp
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Discussion	<p>Families have been contacted numerous times.</p> <p>Q: Are we required to police this? A: Yes, our policy states they need to be vaccinated or have the paperwork filed to remain enrolled. This policy is the same as state law.</p>
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	<p>Q: What will be different with contacting families in this extended month?</p> <p>A: We will send a letter stating that they will be excluded and unenrolled on March 3rd if they're not in compliance.</p> <p>Q: Is this cultural and do families understand they can have conscientious objection?</p> <p>A: Most students have had some vaccines. Translation services will be provided if needed.</p> <p>Q: Are there places we can direct them to?</p> <p>A: Can go to a clinic, school nurse, and Due Process Clerk are working with families.</p> <p>Q: Are the 43 in the process?</p> <p>A: No, once it is communicated they have started the process of getting the vaccines, they are compliant or compliance is in process.</p> <p>Q: Do we know how many of the high school students that are PSEO haven't communicated their vaccines?</p> <p>A: There is a database that records this.</p> <p>Q: Do we have to notify the college that they have been unenrolled from MSA?</p> <p>A: We cannot notify the colleges directly of their vaccination status, but when the student is unenrolled from MSA, MSA will no longer be paying their college tuition and they will be dropped from their classes.</p>
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Vote		Yes	Sletten Linzmeier Leonhardi Harms Kinkel Koerner Ellingson Yapp	No		Abstain	
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Decision	Motion passes unanimously.
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c. Climate Survey

Motion	I move to approve the climate surveys.
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Made By	Kinkel	Seconded By	Ellingson
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Discussion	<p>Q: Do we have to do 3 separate motions?</p> <p>A: No, but you can request it. (It was not requested).</p> <p>Questions on the survey are more brief than last year to reduce survey fatigue.</p> <p>Q: Is there an effort to make sure it's available in other languages/more</p>
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accessible?
 A: Yes, the website will translate to any language. Usernames and passwords are re-sent at this time. Opportunity to get them to call the school and connect that way, can remind and reset usernames and passwords here.
 Q: What is the timing of this going out?
 A: Goes out for 2 weeks, plan to send it out in the next week.
 Q: Could it be requested that it goes out over conferences so there is assistance given when they are in the school.
 A: This is a great time to allow more hands on interactions, good idea.
 Q: Will the survey be mobile friendly?
 A: Ask Justin about this, as long as you can login to skyward on a device, you should be able to get in.
 Families often have to check in on where to find the teacher (at conferences) and we can have a survey reminder at the front office.

Vote		Yes	Sletten Linzmeier Leonhardi Harms Kinkel Koerner Ellingson Yapp	No	<i>None</i>	Abstain	<i>None</i>
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Decision	Motion masses unanimously.
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d. Elementary Affidavit Submission

- i. Dr. Hinton requests board support to submit the affidavit for grade level expansion to the authorizer this week.

Motion	I motion to submit the grade level expansion affidavit.
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Made By	Koerner	Seconded By	Sletten
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Discussion	Clarification: We are granting Dr. Hinton the authority to submit. This is being submitted prior to approval of elementary.
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Vote		Yes	Sletten Linzmeier Leonhardi Harms Kinkel Koerner Ellingson Yapp	No	<i>None</i>	Abstain	<i>None</i>
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Decision Motion passes unanimously.

e. Bonding Engagement

- i. Clarification: With Bruce Sorenson moving from Baired to Hilltop we need to pass a bonding engagement to work with both companies.

Motion I move to approve the confirmation for the bonding engagement that is presented.

Made By Yapp **Seconded By** Leonhardi

Discussion None.

Vote		Yes	Sletten Linzmeier Leonhardi Harms Kinkel Koerner Ellingson Yapp	No	<i>None</i>	Abstain	<i>None</i>
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Decision Motion passes unanimously.

f. Architect Contract Release

Motion I move to approve the architect contract release.

Made By Ellingson **Seconded By** Linzmeier



Discussion	Thank you JB Vang for coming to present.
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Vote		Yes	Sletten Linzmeier Leonhardi Harms Kinkel Koerner Ellingson Yapp	No	<i>None</i>	Abstain	<i>None</i>
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Decision	Motion passes unanimously.
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g. Form Election Committee

- i. We are looking for 3 candidates to participate on the committee.
 - 1. Volunteers are: Koerner, Yapp, and Harms.
- ii. There will be one parent, one teacher, and one community seat open.

Motion	I motion to form the election committee with board members Koerner, Yapp, and Harms.
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Made By	Sletten	Seconded By	Linzmeier
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Discussion	<p>Is there anything to change? Bring voting to conferences as well. Do a candidate forum.</p> <p>Q: Is this candidate forum optional for candidates?</p> <p>A: Opportunity not a requirement, not a debate just prepared questions and putting a face to name.</p>
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Vote		Yes	Sletten Linzmeier Leonhardi Harms Kinkel Koerner Ellingson Yapp	No	<i>None</i>	Abstain	<i>None</i>
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Decision	Motion passes unanimously.
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h. February Retreat - Change of Time and Location

- i. Jerry's has a conference room for nonprofits. Space isn't available until 10:30. Retreat will have to move to 10:30 to possibly 3pm if a special meeting for bonding resolution needs to happen.

Motion	I motion to move the February 8th Board Retreat from 9:00am-1:00pm to 10:30am-3:00pm.
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Made By	Sletten	Seconded By	Linzmeier
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Discussion	None.
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Vote		Yes		No	None	Abstain	None
			Sletten Linzmeier Leonhardi Harms Kinkel Koerner Ellingson Yapp				

Decision	Motion passes unanimously.
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12. Future BOD Items

- a. 25/26 Calendar
- b. Approve the Enrollment Lottery - February
- c. Bonding Resolutions - February Retreat

13. Adjournment

Motion	I move to adjourn.
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Made By	Kinkel	Seconded By	Leonhardi
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Discussion	None.
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Vote		Yes	Sletten Linzmeier Leonhardi Harms Kinkel Koerner Ellingson Yapp	No	<i>None</i>	Abstain	<i>None</i>
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Decision	Motion passes unanimously.
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Meeting adjourned at 7:48pm
Submitted: Caitlin Bond, Board Recorder
Approved: Sarah Harms, Board Secretary