

# School District 4150: Minnesota Online High School

2314 University Ave W Suite 10 Saint Paul, MN 55114-1863



SMALL CLASSES

CREATIVE TEACHING

CONNECTED LEARNING

|                                            |                               |                                                |                                      |
|--------------------------------------------|-------------------------------|------------------------------------------------|--------------------------------------|
| <a href="#">Online Learning Option Law</a> |                               | <a href="#">Mission Statement &amp; Vision</a> |                                      |
| <a href="#">Authorizer</a>                 | <a href="#">Accreditation</a> | <a href="#">Charter School Law</a>             | <a href="#">Organizational Chart</a> |
| <a href="#">Acronyms</a>                   | <a href="#">Bylaws</a>        | <a href="#">Strategic Plan</a>                 | <a href="#">Data Practices Act</a>   |

**Date:** 12/16/2025

**Purpose:** Regular

**Type:** Open

**Minute Location:** [www.mnohs.org/board-of-directors](http://www.mnohs.org/board-of-directors)

**Board Meeting Schedule:** [SY 2025-2026](#)

| Board Members                    | Role                         | Present                             | Voting Type                                                                      | Term Ends     |
|----------------------------------|------------------------------|-------------------------------------|----------------------------------------------------------------------------------|---------------|
| Tracy Quarnstrom                 | Ex Officio                   | <input checked="" type="checkbox"/> | Non-voting                                                                       | N/A           |
| Mary Derosier                    | Member                       | <input checked="" type="checkbox"/> | Community                                                                        | June 2026     |
| Sarah Benson                     | Secretary                    | <input checked="" type="checkbox"/> | Teacher                                                                          | June 2028     |
| Ashley Jensen                    | Vice President               | <input checked="" type="checkbox"/> | Teacher                                                                          | June 2027     |
| Tanya Hoskin                     | President                    | <input checked="" type="checkbox"/> | Parent                                                                           | June 2027     |
| Kelley Velleux                   | Member                       | <input checked="" type="checkbox"/> | Teacher                                                                          | June 2027     |
| Heide Miller                     | Treasurer                    | <input checked="" type="checkbox"/> | Community                                                                        | June 2027     |
| Kelly Dietrich                   | New Member                   | <input checked="" type="checkbox"/> | Community                                                                        | December 2028 |
| Lynne Deitz                      | Member                       | <input checked="" type="checkbox"/> | Teacher                                                                          | June 2028     |
| 5 out of 7 are needed for quorum | <b>Total Voting Members:</b> | 7                                   | <b>Virtual Attendees:</b> Sarah Benson, Tanya Hoskin, Lynne Deitz, Mary Derosier |               |
|                                  | <b>Quorum Status:</b>        | MET                                 |                                                                                  |               |

**Note:** Kelly Dietrich was appointed to the board as noted in the minutes below at 7:41, at which time total voting members increased from 7 to 8.

| Guests      | Organization      | Role       | Open Forum?              |
|-------------|-------------------|------------|--------------------------|
| Jess Hulitt | Creative Planning | Controller | <input type="checkbox"/> |



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|------------------|----------------------------|-------------------------------------------------------------|--------------------------|
| Anastasia Martin | MNOHS                      | Academic Director                                           | <input type="checkbox"/> |
| Roby Thomas      | Thomas & Company           | CPA, PA                                                     | <input type="checkbox"/> |
| Kelly Dietrich   | Community Member           | Incoming Community Board member and veteran online educator | <input type="checkbox"/> |
| Melissa Greene   | MNOHS                      | SpEd Coordinator                                            | <input type="checkbox"/> |
| Joan Little      | Joan RBC Little Consulting | Leadership Consulting specializing in Charter Schools       | <input type="checkbox"/> |
| Pete Glaser      | MNOHS                      | Science Teacher                                             | <input type="checkbox"/> |

|                                                              |                   |
|--------------------------------------------------------------|-------------------|
| <b>Call to Order:</b>                                        | <b>Time: 6:30</b> |
| <b>By:</b> Tanya Hoskin                                      |                   |
| <b>Mission Statement Read By:</b> Tanya Hoskin               |                   |
| <b>Acknowledgement of Open Forum Guests By:</b> Tanya Hoskin |                   |
| <b><u>Open Forum Guidelines</u> Read By:</b> Tanya Hoskin    |                   |
| <b>Conflict of Interest Inquiry:</b> None declared           |                   |

|                         |              |
|-------------------------|--------------|
| <b>Open Forum:</b>      | <b>Time:</b> |
| <b>Discussion:</b> None |              |

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| <b>Approval of the Agenda:</b>                                                                                  | <b>Time: 6:34</b>                                                                                      |
| <b>Motion:</b> Approve the meeting agenda.                                                                      |                                                                                                        |
| <b>Made By:</b> Kelley                                                                                          | <b>Seconded By:</b> Ashley                                                                             |
| <b>Discussion:</b> None                                                                                         |                                                                                                        |
| <b>Yea:</b> Sarah Benson, Kelley Velleux, Ashley Jensen, Tanya Hoskin, Lynne Deitz, Heide Miller, Mary Derosier |                                                                                                        |
| <b>Nay:</b>                                                                                                     |                                                                                                        |
| <b>Abstain:</b>                                                                                                 |                                                                                                        |
| <b>Motion Carried?</b>                                                                                          | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No Quorum |

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| <b>Approval of the Consent Agenda:</b>                                                                          |                                         | <b>Time:</b> 6:36           |                                    |
| <b>Motion:</b> Approve the consent agenda.                                                                      |                                         |                             |                                    |
| <b>Made By:</b> Heide                                                                                           |                                         | <b>Seconded By:</b> Ashley  |                                    |
| <b>Discussion:</b> None                                                                                         |                                         |                             |                                    |
| <b>Yea:</b> Sarah Benson, Kelley Velleux, Ashley Jensen, Tanya Hoskin, Lynne Deitz, Heide Miller, Mary Derosier |                                         |                             |                                    |
| <b>Nay:</b>                                                                                                     |                                         |                             |                                    |
| <b>Abstain:</b>                                                                                                 |                                         |                             |                                    |
| <b>Motion Carried?</b>                                                                                          | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> No Quorum |

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| <b>Audit Presentation from Thomas &amp; Co:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Time: 6:37</b> |
| <b>By:</b> Roby Thomas                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                   |
| <b>Result:</b> Issued unmodified opinion on financial statements, issued unmodified audit opinion on the financial statements and yellow book government auditing standards, one financial or compliance audit finding. Roby recommended having a date stamp for when an invoice was received to track timeliness of paying them as MN has a statute stating invoices must be paid within 30 days. Mike and Tracy met with Jess from Creative Planning to change the systemic process to no longer include snail mail which slows the ability to pay bills within the 30 day window. |                   |

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| <b>Creative Planning Yearly Financial Report</b>                                                                                                                                                                                                                | <b>Time: 6:52</b> |
| <b>By:</b> Jess Hulitt                                                                                                                                                                                                                                          |                   |
| Revenue vs. Expenditures are healthy, ADM is lower than last year but we are climbing. Student onboarding and enrollment process reviews are being explored to increase ADM stability. 95% of school funding comes from state, only 5% from federal government. |                   |

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| <b>School Spotlight/Investigations of Systems:</b>                                                                                                                                  | <b>Time: 7:07</b> |
| <b>By:</b> Tracy Quarnstrom & Kelley Velleux                                                                                                                                        |                   |
| <b>Canvas Transition Next Steps (new monthly item):</b> Work with Jon Fila with course design is ongoing, after winter break staff will start working within the canvas instance to |                   |

move over applicable content. The board will continue to be updated on progress and the process.

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| <b>Executive Director Report &amp; Discussion:</b>                                                                                                                                   | <b>Time: 7:11</b> |
| <b>By:</b> Tracy Quarnstrom                                                                                                                                                          |                   |
| <b>Review of Academic and Non-Academic Goals:</b> Goals were set in October and have been reviewed by the board.                                                                     |                   |
| <b>Annual Report:</b> Due to MDE 12/31/25                                                                                                                                            |                   |
| <b>MDE Meeting with Assistant Commissioner on 1/12/26:</b> Tracy wrote a letter requesting an hour meeting with Jett to express concerns facing schools and the teaching profession. |                   |

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| <b>Board Training Ongoing:</b>                                                                           | <b>Time: 7:18</b> |
| <b>By:</b> Tracy                                                                                         |                   |
| <b>Conflict of Interest Form:</b> Forms and signatures needed annually                                   |                   |
| <b>Academic Standards Documents:</b> ELA Teacher developed curriculum example of high quality curriculum |                   |

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| <b>Creative Planning Financial Report &amp; Supplemental Report:</b>                                            |                                         |                             | <b>Time:</b> 7:24                  |
| <b>Motion:</b> Approve the financial report and supplemental report.                                            |                                         |                             |                                    |
| <b>Made By:</b> Sarah                                                                                           |                                         | <b>Seconded By:</b> Heide   |                                    |
| <b>Discussion:</b>                                                                                              |                                         |                             |                                    |
| <b>Yea:</b> Sarah Benson, Kelley Velleux, Ashley Jensen, Tanya Hoskin, Lynne Deitz, Heide Miller, Mary Derosier |                                         |                             |                                    |
| <b>Nay:</b>                                                                                                     |                                         |                             |                                    |
| <b>Abstain:</b>                                                                                                 |                                         |                             |                                    |
| <b>Motion Carried?</b>                                                                                          | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> No Quorum |

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| Thomas & Co Audit Vote:                                                                                  |                                         |                             | Time: 7:26                         |
| Motion: Accept the Thomas & Co Audit                                                                     |                                         |                             |                                    |
| Made By: Heide                                                                                           |                                         | Seconded By: Kelley         |                                    |
| Discussion:                                                                                              |                                         |                             |                                    |
| Yea: Sarah Benson, Kelley Velleux, Ashley Jensen, Tanya Hoskin, Lynne Deitz, Heide Miller, Mary Derosier |                                         |                             |                                    |
| Nay:                                                                                                     |                                         |                             |                                    |
| Abstain:                                                                                                 |                                         |                             |                                    |
| Motion Carried?                                                                                          | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> No Quorum |

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| <b>Enrollment Updates:</b>                                                                                                                                                   |  |  | <b>Time:</b> 7:28 |
| <b>By:</b> Tracy Quarnstrom                                                                                                                                                  |  |  |                   |
| <b>Discussion:</b> Supplemental – 58, Comprehensive Headcount – 237, Enrollment team is working on ramping up outreach for folks who started applications but didn’t finish. |  |  |                   |

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| <b>Flexible Working Group Review:</b>                                                       |  |  | <b>Time:</b> 7:30 |
| <b>By:</b> Tracy & Ashley                                                                   |  |  |                   |
| <b>Discussion:</b> Flexible working plan was presented to staff, pilot has officially begun |  |  |                   |

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| <b>PUC &amp; MDE Contract (clarification):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                         | <b>Time:</b> 7:31           |                                    |
| <b>Motion:</b> To codify the authorizer agreement between MN Online High School and Pillsbury United Communities was made by Sarah Benson and seconded by Mary Derosier. The motion stated that the board accepts the contract and goals included in the agreement. The board has reviewed the goals and understands their responsibility to ensure that the goals are met each year. Reporting will occur to our authorizer each year and be shared with the board through the director’s report and other measures. The board acknowledges that this contract that runs from 2024-2028 is being re-approved due to not being approved correctly by the board in June of 2024. |                                         |                             |                                    |
| <b>Made By:</b> Sarah                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                         | <b>Seconded By:</b> Mary    |                                    |
| <b>Yea:</b> Sarah Benson, Kelley Velleux, Ashley Jensen, Tanya Hoskin, Lynne Deitz, Heide Miller, Mary Derosier                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                         |                             |                                    |
| <b>Nay:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                         |                             |                                    |
| <b>Abstain:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                         |                             |                                    |
| <b>Motion Carried?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> No Quorum |

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| <b>PUC &amp; MDE Contract Consultation Needs:</b>                                                                             |                                         | <b>Time:</b> 7:37           |                                    |
| <b>Motion:</b> Approve the hiring of Joan Little as a consultant for up to \$5,000.                                           |                                         |                             |                                    |
| <b>Made By:</b> Sarah                                                                                                         |                                         | <b>Seconded By:</b> Heide   |                                    |
| <b>Yea:</b> Sarah Benson, Kelley Velleux, Ashley Jensen, Tanya Hoskin, Lynne Deitz, Heide Miller, Mary Derosier               |                                         |                             |                                    |
| <b>Discussion:</b> The Board President recognizes Joan and she shares that she specializes in consulting for Charter Schools. |                                         |                             |                                    |
| <b>Nay:</b>                                                                                                                   |                                         |                             |                                    |
| <b>Abstain:</b>                                                                                                               |                                         |                             |                                    |
| <b>Motion Carried?</b>                                                                                                        | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> No Quorum |

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| <b>Board Governance Committee:</b> |  | <b>Time: 7:41</b> |  |
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| <b>Motion:</b> Appoint Dr. Kelly Dietrich as a community board member.                                                                                                                                               |                                         |                                   |                                    |
| <b>Made By:</b> Kelley Velleux                                                                                                                                                                                       |                                         | <b>Seconded By:</b> Ashley Jensen |                                    |
| <b>Discussion:</b> The Board President recognizes Kelly Dietrich. Kelly has worked in online education since early 2000’s. Kelly’s training certificates have been turned in making her eligible for an appointment. |                                         |                                   |                                    |
| <b>Yea:</b> Sarah Benson, Kelley Velleux, Ashley Jensen, Tanya Hoskin, Lynne Deitz, Heide Miller, Mary Derosier                                                                                                      |                                         |                                   |                                    |
| <b>Nay:</b>                                                                                                                                                                                                          |                                         |                                   |                                    |
| <b>Abstain:</b>                                                                                                                                                                                                      |                                         |                                   |                                    |
| <b>Motion Carried?</b>                                                                                                                                                                                               | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No       | <input type="checkbox"/> No Quorum |

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|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|-----------------------------|------------------------------------|
| <b>Board Support Letter Proposal:</b>                                                                                                                                                             |                                         | <b>Time:</b> 7:48           |                                    |
| <b>Motion:</b> Approve distribution of the Board Support Letter to MNOHS staff.                                                                                                                   |                                         |                             |                                    |
| <b>Made By:</b> Heide                                                                                                                                                                             |                                         | <b>Seconded By:</b> Sarah   |                                    |
| <b>Discussion:</b> Lynne and Kelley shared a letter to staff that describes the importance of the student-centered changes MNOHS is making and acknowledging the hard work put in by MNOHS staff. |                                         |                             |                                    |
| <b>Yea:</b> Sarah Benson, Kelley Velleux, Ashley Jensen, Tanya Hoskin, Lynne Deitz, Heide Miller, Mary Derosier, Kelly Dietrich                                                                   |                                         |                             |                                    |
| <b>Nay:</b>                                                                                                                                                                                       |                                         |                             |                                    |
| <b>Abstain:</b>                                                                                                                                                                                   |                                         |                             |                                    |
| <b>Motion Carried?</b>                                                                                                                                                                            | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> No Quorum |

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|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|-----------------------------|------------------------------------|
| Draft of Immigration Support Letter:                                                                                                                                                                                |                                         | Time: 7:52                  |                                    |
| Motion: Affirm the resolution Regarding District Practices Related to Immigration and Customs Enforcement first approved in 2017 and approve the distribution of the Immigration Supports Letter to MNOHS families. |                                         |                             |                                    |
| Made By: Sarah                                                                                                                                                                                                      |                                         | Seconded By: Kelley         |                                    |
| Discussion: Reiteration that there are two documents being discussed in this motion.                                                                                                                                |                                         |                             |                                    |
| Yea: Sarah Benson, Kelley Velleux, Ashley Jensen, Tanya Hoskin, Lynne Deitz, Heide Miller, Kelly Dietrich                                                                                                           |                                         |                             |                                    |
| Nay:                                                                                                                                                                                                                |                                         |                             |                                    |
| Abstain: Mary Derosier abstained to allow more time to review both documents.                                                                                                                                       |                                         |                             |                                    |
| Motion Carried?                                                                                                                                                                                                     | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> No Quorum |

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|---------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|-----------------------------|------------------------------------|
| <b>Annual Report:</b>                                                                                                           |                                         | <b>Time:</b> 7:58           |                                    |
| <b>Motion:</b> Approve the 2024-205 Annual report with revisions.                                                               |                                         |                             |                                    |
| <b>Made By:</b> Kelly D                                                                                                         |                                         | <b>Seconded By:</b> Ashley  |                                    |
| <b>Discussion:</b>                                                                                                              |                                         |                             |                                    |
| <b>Yea:</b> Sarah Benson, Kelley Velleux, Ashley Jensen, Tanya Hoskin, Lynne Deitz, Heide Miller, Mary Derosier, Kelly Dietrich |                                         |                             |                                    |
| <b>Nay:</b>                                                                                                                     |                                         |                             |                                    |
| <b>Abstain:</b>                                                                                                                 |                                         |                             |                                    |
| <b>Motion Carried?</b>                                                                                                          | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> No Quorum |

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|-----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|-----------------------------|------------------------------------|
| <b>Policy Review Items:</b>                                                                                                       |                                         | <b>Time:</b> 8:01           |                                    |
| <b>Motion:</b> Approve the Special Education Policy, Enrollment Policy, and Lottery Policy with revisions as noted in the agenda. |                                         |                             |                                    |
| <b>Made By:</b> Ashley                                                                                                            |                                         | <b>Seconded By:</b> Kelley  |                                    |
| <b>Discussion:</b>                                                                                                                |                                         |                             |                                    |
| <b>Yea:</b> Sarah Benson, Kelley Velleux, Ashley Jensen, Tanya Hoskin, Lynne Deitz, Heide Miller, Mary Derosier, Kelly Dietrich   |                                         |                             |                                    |
| <b>Nay:</b>                                                                                                                       |                                         |                             |                                    |
| <b>Abstain:</b>                                                                                                                   |                                         |                             |                                    |
| <b>Motion Carried?</b>                                                                                                            | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> No Quorum |

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| <b>Adjourn:</b>                                                                                                                 |  | <b>Time:</b> 8:03          |
| <b>Motion:</b> To adjourn the meeting.                                                                                          |  |                            |
| <b>Made By:</b> Heide                                                                                                           |  | <b>Seconded By:</b> Ashley |
| <b>Discussion:</b>                                                                                                              |  |                            |
| <b>Yea:</b> Sarah Benson, Kelley Velleux, Ashley Jensen, Tanya Hoskin, Lynne Deitz, Heide Miller, Mary Derosier, Kelly Dietrich |  |                            |
| <b>Nay:</b>                                                                                                                     |  |                            |



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**Abstain:**

**Motion Carried?**

☒ Yes

☐ No

☐ No Quorum