



Board Meeting Minutes

Date / Time: 06/25/24 7:00 p.m.

Meetings: Regular meeting of the MNOHS Board

Meeting Minute Location: www.mnohs.org/board-of-directors

Meeting Attendees: Topaz Torres, President
Anastasia Martin, Acting Secretary
Mary Derosier, Treasurer
Christie Allison
Julie Jensen
Barbara Bridges
Bridge Roessel
Elissa Raffa, MNOHS Executive Director (ex officio)
Mary Mehsikomer
Ashley Jensen
Tammy Burman
Mary Mehsikomer
Tracy Quarnstrom

Meeting Invitees: **Board Members:**
Elissa Raffa, MNOHS Executive Director (ex officio)
Topaz Torres, President
Mary Derosier, Treasurer
Sarah Benson, Secretary
Christie Allison
Barbara Bridges
Julie Jensen
Anastasia Martin
Bridge Roessel

Quorum: 7 out of 8 voting members attended. 5 are needed for a quorum.

Other Invitees: Tammy Burman, incoming member
Ashley Jensen, incoming member
Mary Mehsikomer, incoming member
Tracy Quarnstrom, incoming Executive Director

MEETING PURPOSE

Regular meeting of the Minnesota Online High School (MNOHS) Board of Directors

AGENDA	NAME	MINUTES
7:00 Welcome & Check in	All	Introduction of members and new Executive Director
7:07 Call to Order /Mission Statement	Topaz	Topaz called the meeting to order Julie read the Mission Statement
7:10 Conflict of Interest	Topaz	No conflicts of interest reported
7:12 PM Consent Agenda	Topaz/All	Remove June Agenda from the consent agenda M/2nd: Christie/Julie 6 yay, 0 nay, 0 abstain Requested so that an additional item could be added to the June agenda.

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AGENDA	NAME	MINUTES
		Mary Derosier - yay Christie Allison - yay Barbara Bridges - yay Julie Jensen - yay Anastasia Martin – yay Bridge Roessel – yay Approve the June 2024 consent agenda • May minutes • May Creative Planning Statements • Approval to hire Shirley Volk as a full-time special education teacher. • Approval to hire Angie Schreader as a half-time Special Education Due Process Coordinator and a half-time Student Support Coordinator (paid through general education). • Approval of Anastasia Martin as SY2025 Inactive Interim ED • Approve proposed board meeting dates for July 2024-June 2025 • Designation of Tracy Quarnstrom, incoming Executive Director, as Minnesota Online High School's (MNOHS) Identified Official with Authority (IOWA), the authorized user with access to the Minnesota Department of Education (MDE) secured sites for our local education agency effective July 1, 2024. This designation clearly names Tracy Quarnstrom, ED, as the "MNOHS Identified Official with Authority." • Designation of Tracy Quarnstrom as the Authorized Representative for all Title Grant programs, effective July 1, 2024 • Software for Good proposed change to Statement of Work originally dated July 10, 2023. The new functionality is the ability to disable Academic Check for students who are following a different graduation plan. The additional cost will be no more than \$5250 (\$175/hour x 30 hours) which is still available in the FY2024 budget. • Resolution: Delegation of Authority to Make Electronic Funds Transfers, effective July 1, to incoming Executive Director (Tracy Quarnstrom) and to staff at Creative Planning. Electronic Funds Transfers can be made for: investment of excess funds or the transfer of funds between school's

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AGENDA	NAME	MINUTES
		accounts; payment of employee payroll direct deposits; payment of federal, state, and unemployment taxes (deductions and/or benefits); payment of contributions to the Teachers Retirement Association (TRA) and to the Public Employee Retirement Association (PERA) (deductions and benefits); payment of other payroll related deductions and benefits (when appropriate); monthly building lease payments; monthly payment of credit or purchase card charges; vendor payments (when appropriate); other payments as approved by the board of directors. M/2nd: Christie/Julie 6 yay, 0 nay, 0 abstain Mary Derosier - yay Christie Allison - yay Barbara Bridges - yay Julie Jensen - yay Anastasia Martin – yay Bridge Roessel - yay
		Add item: “Approve Blackboard Contract” to June 2024 Agenda M/2nd: Julie/Anastasia 6 yay, 0 nay, 0 abstain Mary Derosier - yay Christie Allison - yay Barbara Bridges - yay Julie Jensen - yay Anastasia Martin – yay Bridge Roessel - yay
7:16 School Spotlight	Elissa	Elissa shared photos from both the MNOHS Class of 2024 online graduation and from the student social the following day.
7:17 Executive Director Report & Discussion	Elissa	<u>Academic Goals</u> Course completion rate for Quarter 4 was 72% which is down about 1% from Q4 of SY23

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AGENDA	NAME	MINUTES
		Course completion rate for all students in all quarters in SY24 was 66.6% which is 2% higher than SY23. Elissa shared graphs showing comparisons of course completion rates based on race. The graphs show patterns but not causation. <u>Non-Academic Goals</u> SY24 enrollments (all quarters) increased 9.5% over SY23. Summer 2024 enrollments increased 21% over Summer 2023.
7:28 Board Training	Elissa	Training: Authorizer-Charter School Relationship Elissa shared information about the relationship between authorizers and charter schools, the responsibilities of authorizers, and the responsibilities of charter schools.
7:44 Blackboard Contract		Authorize the Executive Director to spend up to \$100,000 to renew the MNOHS contract with Blackboard for up to 5 years. Discussion about cost and savings followed. Recommend Elissa ask for a 3% cap on an optional 3-year renewal after the 5-year contract ends. M/2nd: Anastasia/Bridge 6 yay, 0 nay, 0 abstain Mary Derosier - yay Christie Allison - yay Barbara Bridges - yay Julie Jensen - yay Anastasia Martin – yay Bridge Roessel - yay
7:50 FY2024 Budget		Approve the FY2024 revised budget The FY2024 revised budget includes an anticipated surplus of \$74K, a fund balance of 38.8%, and is based on ADM growth of 10%

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AGENDA	NAME	MINUTES
		M/2nd: Christie/Mary D 6 yay, 0 nay, 0 abstain Mary Derosier - yay Christie Allison - yay Barbara Bridges - yay Julie Jensen - yay Anastasia Martin – yay Bridge Roessel - yay
7:57 MNOHS-PUC Contract		Approve MNOHS-PUC Contract July 1, 2024 – June 30, 2028 Discussion of contract terms and school-goals that were approved at the May Board meeting. M/2nd: Julie/Anastasia 5 yay, 0 nay, 0 abstain Mary Derosier - yay Christie Allison - yay Barbara Bridges - yay Julie Jensen - yay Anastasia Martin – yay Bridge Roessel – not present for this vote
8:03 MNOHS Bylaws Change		Approve change to MNOHS bylaws to add vice president role Historically the Board President has taken on many responsibilities including Board trainings and attending all meetings that require Board representation. The VP role would take on some of these to support the President. M/2nd: Julie/Anastasia 5 yay, 0 nay, 0 abstain Mary Derosier - yay Christie Allison - yay Barbara Bridges - yay Julie Jensen - yay Anastasia Martin – yay Bridge Roessel – not present for this vote

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AGENDA	NAME	MINUTES
8:10 Officer Elections		Approve the nomination and election of the following officers: President: Mary M Vice President: Christie A Treasurer: Mary D Secretary: Sarah B M/2nd: Anastasia/Christie 5 yay, 0 nay, 0 abstain Mary Derosier - yay Christie Allison - yay Barbara Bridges - yay Julie Jensen - yay Anastasia Martin – yay Bridge Roessel – not present for this vote
8:30 Update Bank Signers		Approve Board President and Treasurer as signers at Choice Bank Financial M/2nd: Anastasia/Julie 5 yay, 0 nay, 0 abstain Mary Derosier - yay Christie Allison - yay Barbara Bridges - yay Julie Jensen - yay Anastasia Martin – yay Bridge Roessel – not present for this vote
8:32 Update Skyward Signers		Approve Board President and Treasurer as signers on Skyward eSign M/2nd: Julie/Christie 5 yay, 0 nay, 0 abstain Mary Derosier - yay Christie Allison - yay Barbara Bridges - yay Julie Jensen - yay Anastasia Martin – yay Bridge Roessel – not present for this vote
8:33 Board Goals		Topaz will send information to Mary M about the President role and responsibilities.

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AGENDA	NAME	MINUTES
8:35 Adjourn		Adjourn M/2nd: Christie/Julie 5 yay, 0 nay, 0 abstain Mary Derosier - yay Christie Allison - yay Barbara Bridges - yay Julie Jensen - yay Anastasia Martin – yay Bridge Roessel – not present for this vote

ACTION ITEMS	DATE DUE	ASSIGNED	Comments
Topaz will send Mary M information about President Role			
Anastasia will send Tammy information about Policy review process			
Anastasia will send new members training information			