

Board Meeting Minutes

Date / Time: 8/23/2016 7:00 p.m.
Meetings: Regular meeting of the MNOHS Board
Meeting Minute Locations: MNOHS Pillsbury Epicenter -- my.epicenternow.org/signin.aspx
www.mnohs.org/

Meeting Invitees: **Board Members:**
 Sarah Carsello
 Brian Cross
 Janice Grudecki
 Ellery July
 Anastasia Martin
 Mark Misukanis
 Stephanie Snidarich
 Stephanie Talati

MNOHS Executive Director Elissa Raffa
MNOHS Technology Coordinator Mike Tempel
BDKA Financial: Chuck Herdegen, Charlotte Wagner
Pillsbury United Communities: Larry McKenzie, Lexi Prah

Meeting Attendees: Attending at the office: Brian Cross, Sarah Carsello, Anastasia Martin, Mark Misukanis, Ellery July
 Attending Online: Janice Grudecki

Meeting Minutes CC:

MEETING PURPOSE

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

AGENDA	NAME	MINUTES
7:00 PM Call To Order	Anastasia	Call to order
7:03 PM Consent Agenda	Anastasia	Mark moved, Brian seconded to approve meeting and consent agenda. Motion carried. Consent Agenda items: <ul style="list-style-type: none"> • June 28, 2016 Minutes • BKDA Management Report and Financial Statements (June 2016, July 2016) • Reconfirmation of Elissa as Identified Official with Authority (IOWA) -- Reconfirm Elissa Raffa, Executive Director (ED) as Minnesota Online High School's (MNOHS) authorized user with access to the Minnesota Department of Education (MDE) secured sites for our local education agency; this designation clearly names Elissa Raffa, ED, as the "MNOHS Identified Official with Authority." • Resume for Shu-Mei Lai, who will be teaching

AGENDA	NAME	MINUTES
		<p>Advanced Chinese 3 A&B (AP Chinese Language and Culture A&B)</p> <ul style="list-style-type: none"> Resume for Jen Millard, who will be a long-call substitute school counselor (to cover Nicole Steinsberger's family leave)
7:05 Community Concerns	Anastasia	None
7:06 Elect Parent Board Member (voting item)	Anastasia, All	Brian moved and Ellery seconded the motion to appoint new board member Denise Meyer – MNOHS parent – to fill the open seat with the term ending June 2017; all voted in favor
7:12 Extend Deadline for ED Goals (voting item)	Brian, Anastasia, All	Mark moved, Ellery seconded motion to extend the Executive Director's (Elissa) performance-based goal deadline (salary bonus item requirement outlined in ED letter of agreement) to be due by October 1; Elissa will present goals to the Board at the September meeting.
7:25 Connections	Anastasia	Board members participated in an activity identifying meaningful words in the mission and vision statements as an introduction to Board Development Discussion below.
7:35 Board Development Discussion & Goals	Anastasia, All	Board members discussed key ideas to focus on for the 2016-2017 fiscal year. Discussion resulted in agreement of these priorities: Legislative Outreach (identifying 1-2 legislative goals to pursue for 2017 session), Community Outreach (publishing Student of the Quarter details in local newspapers, determining how to use parent profiles – if data is available), and improved Communication with Internal and External actors.
8:40 PM Adjourn	Anastasia	Brian moved, Sarah seconded a motion to adjourn. Motion carried.

ACTION ITEMS	DATE DUE	ASSIGNED	Comments
Follow up with Elissa & Mike about office sound system		Anastasia	
Follow up with Elissa about Board meeting invitees		Anastasia	
Share MACS Board Training course and Public Policy Forum schedule with Board Members		Anastasia	
Share MDE 3-Year Report with Board Members		Anastasia	



SMALL CLASSES
 CREATIVE TEACHERS
 CONNECTED LEARNING

Board Meeting Minutes

Date / Time: 9/27/2016 7:00 p.m.

Meetings: Regular meeting of the MNOHS Board

Meeting Minute Locations: MNOHS Pillsbury Epicenter -- my.epicenternow.org/signin.aspx
www.mnohs.org/

Meeting Invitees: **Board Members:**
 Sarah Carsello
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 Stephanie Talati
 Denise Meyer

MNOHS Executive Director Elissa Raffa
MNOHS Technology Coordinator Mike Tempel
BDKA Financial: Chuck Herdegen, Charlotte Wagner
Pillsbury United Communities: Larry McKenzie, Lexi Prah

Meeting Attendees: Attending at the office: Sarah Carsello, Mark Misukanis, Larry McKenzie, Stephanie Snidarich, Anastasia Martin
 Attending online: Elissa Raffa, Denise Meyer

Meeting Minutes CC:

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

AGENDA	NAME	MINUTES
7:03 PM Call To Order /Mission Statement	Anastasia	Call to order
7:04 PM Conflict of Interest Declaration	Anastasia	None. Board members signed conflict of interest forms.
7:05 PM	Anastasia	Connections Get-to-know you activity
7:07 PM Consent Agenda	Anastasia	Mark M. moved and Stephanie S. seconded to approve the consent agenda. Motion carried.
7:08 PM Community Concerns	Anastasia	None
7:09 PM School Spotlight	Elissa	Elissa shared a parent letter where a student took two courses in the summer and enjoyed it so much that she has decided to attend full time.
7:11 Executive Director Report and Discussion	Elissa	Discussed our Accountability Plan between PUC and MNOHS, reported on progress towards our 4 academic goals. Progress has been made in all 4 areas. <ol style="list-style-type: none"> 1. Goal 1: Course completion 1.6% increase over SY 15 2. Goal 2: Improve average grade awarded in

AGENDA	NAME	MINUTES
		<p>completed courses. 2014-15 = 2.74; 2015-16 = 2.81</p> <p>3. Goal 3: Nationally-normed academic performance in reading SY 2014 50%, SY 2015 52.4%, SY 2016 55% (students met academic targets)</p> <p>4. Goal 3: Nationally-normed academic performance in math SY 2014 50%, SY 2015 47.6%, SY 2016 55% (students met academic targets)</p> <p>Showed the board the Performance Framework, an accountability plan that PUC implemented in SY 2016, in all their PUC-authorized schools.</p> <p>Discussion about the way MDE calculates the graduation rate and how our typical student population is related to our graduation rate.</p>
<p>7:37 PM Larry McKenzie</p>	<p>Larry McKenzie</p>	<p>Discussion of PUC's expectations of the board. Suggestions:</p> <ul style="list-style-type: none"> • Familiarize ourselves with the PUC contract • Review progress on goals at each Board meeting • In the event that goals are not being met, keep checking in on and pushing for the change. • Brought up one of our upcoming goals to create a succession plan (due date is January, 2017)
<p>8:10 PM Enrollment and Budget</p>	<p>Elissa</p>	<p>Reviewed enrollments, which have been following typical patterns (down in first quarter, then up towards the fourth quarter). Elissa suggested ideas for increasing enrollments and positive message about MNOHS. Some ideas include: collaborating on how to promote our educational environment with parents, work with families in the summer to commit to enrolling in the fall, step up social media campaigns.</p> <p>Ending fund balance has improved from 6% in 2012-13 to 27.6% in 2015-16.</p>
<p>8:36 PM</p>	<p>Anastasia</p>	<p>Discussed the content of the executive director performance goals.</p> <p>Brian moved and Stephanie S. seconded to approve the three executive director performance goals. Motion carried.</p>
<p>8:55 PM Adjournment</p>	<p>Brian</p>	<p>Brian moved to adjourn the meeting and Sarah seconded. Motion carried.</p>

ACTION ITEMS	DATE DUE	ASSIGNED	Comments
Add a permanent item on the agenda to check in on PUC Accountability Plan goals	9/28/2016	Stephanie	
Discuss actions to take towards developing the succession plan (Due Jan. 2017)	October Board Meeting	Anastasia?	



SMALL CLASSES
 CREATIVE TEACHERS
 CONNECTED LEARNING

Board Meeting Minutes

Date / Time: 10/25/2016 7:00 p.m.

Meetings: Regular meeting of the MNOHS Board

Meeting Minute Locations: MNOHS Pillsbury Epicenter -- my.epicenternow.org/signin.aspx
www.mnohs.org/

Meeting Invitees: Board Members:

- Brian Cross
- Sarah Carsello
- Denise Meyer
- Janice Grudecki
- Ellery July
- Anastasia Martin
- Mark Misukanis
- Stephanie Snidarich
- Stephanie Talati
- Elissa Raffa, MNOHS Executive Director (ex officio)

Other Invitees:

Meeting Attendees: Attending at the office: Stephanie Snidarich, Anastasia Martin, Stephanie Talati, Ellery July, Janice Grudecki

Attending online: Elissa Raffa, Denise Meyer, Sarah Carsello

Quorum: 7 out of 9 voting members attended. 5 are needed for a quorum.

MEETING PURPOSE

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

AGENDA	NAME	MINUTES
7:08 PM Call To Order /Mission Statement	Anastasia	Call to order
7:09 PM Conflict of Interest Declaration	Anastasia	None.
7:10 PM Consent Agenda	Anastasia	Stephanie Talati moved and Ellery July seconded to approve the consent agenda. Motion carried.
7:10 PM Community Concerns	Anastasia	None
7:11 PM MACS Public Policy Forum Discussion	Anastasia	Anastasia and Stephanie S. briefly shared topics that were covered during the MACS Public Policy Forum. There is currently a proposal on the table to increase employer TRA contributions to 9 or 9.5% and reducing the COL adjustment from 2% to 1%. This would be a huge financial commitment for MNOHS. Also went over the development of Minnesota's ESSA plan.
7:19 Executive Director Report and Discussion	Elissa	MNOHS selected by MDE to receive the competitive "Support our Students" grant. Funding is for 6 years; value over time is ~\$158,000. MNOHS will use the money to hire a social worker. One focus will be to conduct in-person student visits. 1:1 match grant for the first 4 years; 3:1 required match for the last two.

AGENDA	NAME	MINUTES
		<p>Will more specifically determine how students are selected to receive this additional support. Job will be posted in early December.</p> <p>Elissa will be in Minnesota mid-November for a week to 10 days.</p>
<p>7:37 PM PUC Goal Check-in</p>	<p>Elissa</p>	<p>Non-academic:</p> <ul style="list-style-type: none"> • Develop/implement/evaluate new measures of organizational and student success <ul style="list-style-type: none"> ○ As a non-formal example, Elissa showed us some data on retention of students as of today compared to students on the same date last year. Numbers are more positive this year than last year. ○ Another example is the Developmental Assets Profile (DAP); shows some slight increases in Total Assets, External Assets, and Internal Assets. • Student recognition goal will be shelved until the next meeting.
<p>7:52 Board Training</p>	<p>Elissa</p>	<p>Elissa noted that Board Members should complete at least one section of the Board Training Course.</p>
<p>7:53 Give to the Max Day</p>	<p>Anastasia</p>	<p>Question on the table was whether to schedule our donations around the clock to be eligible for the Golden Ticket.</p> <ul style="list-style-type: none"> • Ellery suggested that we each identify and email 10 individuals to donate to MNOHS at the next board meeting. • Elissa offered to edit previous letter that we could use in soliciting donations.
<p>8:07 Voting Item: Proposed Resolution #1 - Staff Compensation</p>	<p>Elissa</p>	<p>Discussion of Proposed Resolution #1: Staff Compensation.</p> <ul style="list-style-type: none"> • Proposal was to authorize Elissa to spend up to \$25,000 from the fund balance to retain staff whose family members are currently insured on the state exchange. <p>Stephanie Talati asked if this was a one-time response to this year's situation. Elissa confirmed that it is a one-time only emergency measure.</p> <p>Ellery moved to approve the proposed solution as written and Janice seconded. Discussion ensued.</p> <ul style="list-style-type: none"> • Ellery moved to accept the proposed resolution to staff compensation as written; Janice seconded; Stephanie S. abstained. Motion carried.
<p>8:49 Voting Item:</p>	<p>Anastasia</p>	<p>Anastasia moved to approve the Proposed Resolution #2 as written such that the MNOHS Board will follow a</p>

AGENDA	NAME	MINUTES
Proposed Resolution #2 – Policy Review Cycle		2-year policy cycle, Ellery seconded. Discussion ensued. Motion carried. Ellery moved to amend the policy cycle to a 3-year cycle; Anastasia seconded. Motion carried.
8:51 Voting Item: Proposed 2016-17 MNOHS Goals	Anastasia	Janice moved to approve the proposed 2016-17 MNOHS goals; Anastasia seconded. Discussion ensued. Comment that the goals were not high-level enough (more like objectives, as opposed to goals). Anastasia moved to table discussion of this item to November meeting; Stephanie T. seconded. Motion carried.
8:55 PM Adjournment	Anastasia	Anastasia moved to adjourn the meeting and Stephanie T. seconded. Motion carried.

ACTION ITEMS	DATE DUE	ASSIGNED	Comments
Prepare to come to next Board Meeting ready with name/email addresses for 10 individuals to appeal to for a Give to the Max Donation.	November Board Meeting	All Board Members	
Elissa send boiler-plate language we could use for the Give to the Max emails.	November Board Meeting	Elissa	

Board Meeting Minutes

Date / Time: 12/20/2016 7:00 p.m.
Meetings: Regular meeting of the MNOHS Board
Meeting Minute Locations: MNOHS Pillsbury Epicenter -- my.epicenternow.org/signin.aspx
www.mnohs.org/

Meeting Invitees: Board Members:

Brian Cross
 Sarah Carsello
 Denise Meyer
 Janice Grudecki
 Ellery July
 Anastasia Martin
 Mark Misukanis
 Stephanie Snidarich
 Stephanie Talati
 Elissa Raffa, MNOHS Executive Director (ex officio)

Other Invitees: Jon Archer (Schlenger Wenner & Co), Charlotte Wagner (BKDA)

Meeting Attendees: Attending at the office: Anastasia Martin, Brian Cross, Mark Misukanis, Sarah Carsello

Attending online: Elissa Raffa, Stephanie Snidarich, Jon Archer, Charlotte Wagner

Quorum: 5 out of 9 voting members attended. 5 are needed for a quorum.

MEETING PURPOSE

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

AGENDA	NAME	MINUTES
7:08 PM Call To Order /Mission Statement	Anastasia	Call to order
7:09 PM Conflict of Interest Declaration	Anastasia	None.
7:10 PM Community Concerns	Anastasia	None
7:12 PM School Spotlight	Brian	Brian attended the MACS Public Policy Forum & Innovation Awards Luncheon on 12/6. A legislative preview was shared by Senators Nelson and Pratt. Yinguha Academy received the Innovation Award for their work (with MNOHS) in offering Chinese courses online to students who have graduated from an 8 th grade immersion program.
7:23 PM Voting Item: Consent Agenda	Anastasia	Brian moved to approve the consent agenda. Mark seconded. Motion passed.
7:24 PM Auditor's Report and Discussion	Jon Archer	Jon (Schlenger, Wenner & Co.) reviewed the high points of the auditor's report. It was noted that in the previous year all schools were required to implement a new accounting standard. In the category of Governmental Activities, there is an increase of

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		<p>\$77,432 in our total net position over that of the prior year. This was due to revenues that were higher than our expenditures. There was also a prior period adjustment of \$562,598 due to an accounting clerical error in reporting on TRA and PERA payments due. Mark noted that there is a possibility that the legislature may expect increased employer contributions in the future to fund these costs.</p> <p>The auditor did not find any issues with our financial controls. The auditor also did not find any issues with MNOHS' accounting practices. Jon Archer stated, "It's about as clean a report as you can get."</p> <p>The auditor <i>did</i> recommend that, at the beginning of each year, the board and makes and documents a delegation of authority to make electronic transfers to a designated business administrator.</p>
<p>8:05 Voting Item: Accept Auditor's Report</p>	Anastasia	Mark moved to accept the auditor's report. Brian seconded. Motion passed.
<p>8:09 Voting Item: Approve individuals to authorize electronic transfers.</p>	Anastasia	Mark moved to approve Jenny Mulhern, Elissa Raffa, and Mike Tempel to authorize electronic transfers and sign checks from the MNOHS banking accounts. Anastasia seconded. Motion passed.
<p>8:10 Executive Director Report and Discussion</p>	Elissa	Estimated fund balance is close to the target.
<p>8:13 PM PUC Goal Check-in</p>	Elissa	<p>Non-academic:</p> <ul style="list-style-type: none"> • Develop/implement/evaluate new measures of organizational and student success <ul style="list-style-type: none"> ◦ MNOHS has several categories that have CTSTR – Counts too small to report (MDE does not require reports for categories with less than 10 students). ◦ One area <u>to</u> measure is the graduation rate of students eligible to graduate in the current year. Will be generating that list in the next month. • Discussion of student recognition goal will be shelved until the next meeting. <p>ED Goal Report</p> <ul style="list-style-type: none"> • Elissa reported progress towards each. <ul style="list-style-type: none"> ◦ Timeline for accreditation will be on the calendar before end of fiscal year. ◦ Goal is to find out about ALC partner by end of January. ◦ Elissa anticipates that all goals will be accomplished by the end of the year.
<p>8:22 Voting Item:</p>	Anastasia	Brian moved to approve the goals as re-written. Mark seconded. Motion passed. (These were discussed at

AGENDA	NAME	MINUTES
Approve Board Goals		length last meeting.)
8:25 Work Group Assignments	Anastasia	Board members discussed the four work groups. Board members indicated those in which they will participate.
8:55 PM Adjournment	Anastasia	Brian moved to adjourn the meeting and Sarah Carsello seconded. Motion carried.

ACTION ITEMS	DATE DUE	ASSIGNED	Comments
Elissa noted an action item, to write or update board member profiles.	January Board Meeting	All Board Members	Elissa will send what she currently has written about each board member; members can edit as needed and email to Elissa.
Thank you notes to donors	January Board Meeting	Anastasia	

Board Meeting Minutes

Date / Time: 1/24/2017 7:00 p.m.
Meetings: Regular meeting of the MNOHS Board
Meeting Minute MNOHS Pillsbury Epicenter -- my.epicenternow.org/signin.aspx
Locations: www.mnohs.org/

Meeting Invitees: **Board Members:**
 Brian Cross
 Sarah Carsello
 Denise Meyer
 Janice Grudecki
 Ellery July
 Anastasia Martin
 Mark Misukanis
 Stephanie Snidarich
 Elissa Raffa, MNOHS Executive Director (ex officio)

Other Invitees:
Meeting Attendees: Attending at the office: Stephanie Snidarich, Anastasia Martin, Sarah Carsello, Mark Misukanis, Janice Grudecki, Denise Meyer
 Attending online: Elissa Raffa

Quorum: 6 out of 8 voting members attended. 5 are needed for a quorum.

MEETING PURPOSE

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

AGENDA	NAME	MINUTES
7:00 PM Call To Order /Mission Statement	Anastasia	Call to order
7:04 PM Conflict of Interest Declaration	Anastasia	None.
7:06 PM Consent Agenda	Anastasia	Mark moved, Sarah seconded. Motion carried.
7:08 PM Community Concerns	Anastasia	None.
7:10 PM ED Report	Elissa	<ul style="list-style-type: none"> • Contract renewed with ISD 287 for summer school • Swim team (one student) set meet records • Reminder that we have 13 goals set with our authorizer (PUC). Goal details are in the annual report (MNOHS website) <ul style="list-style-type: none"> ○ 4 academic ○ 9 non-academic • Anastasia & Elissa planned to met with PUC on 1/25 to discuss all 13 contract goals, plus the Performance Framework
7:34 PM Report on MNOHS Goals	Elissa	Discussed of progress towards MNOHS goals. <ul style="list-style-type: none"> • GOAL 1: Measures of student and Organizational Success

AGENDA	NAME	MINUTES
		<ul style="list-style-type: none"> ○ Included in PUC performance framework (at end of annual report). Results of most recent Development Assets Profile were discussed (44 comprehensive students took the assessment). Will discuss significance of SY 16 results with PUC on 1/25. ● GOAL 2: Learning Community and Student Recognition <ul style="list-style-type: none"> ○ Met this goal; working on actions beyond it. Success stories shared included: (1) adding “kudos” to the attendance process, (2) recognition of students of the quarter along with student profiles and teacher positive comments in weekly announcements, and (3) student recognition through Student Council, annual talent show, and other events. ● GOAL 3: Community-based and Dual-credit Learning Opportunities <ul style="list-style-type: none"> ○ Discussed options for students to earn college credit while in high school. MNOHS currently offers AP Chinese and Calculus. Currently encourages PSEO and will work with counselors to help more students earn PSEO credits. Other community-based opportunities to earn credits include work experience, directed study, student leadership, internships, and so forth. MNOHS has restarted Student Leadership program after some revisions. ○ Currently no dual-credit offerings beyond what we already have make sense for such a small online program ○ Ideas were shared about developing internships with county-level agencies or state-wide businesses.
<p>7:39 PM Board Development Discussion</p>	<p>Anastasia</p>	<p>PUC Goal:</p> <ul style="list-style-type: none"> ● Goal was to increase board size to 9 by January 2017; we reached that goal, but recently lost a board member, so we are back to 8 members and will be recruiting. <p>Discussion about recruiting:</p> <ul style="list-style-type: none"> ● Mark suggested thinking about what the experience gained by being on the MNOHS board (what is the draw for a board member?) ● Elissa suggested re-writing board recruitment document (to more directly address what

AGENDA	NAME	MINUTES
		<p>people can get from the experience of being on the board)</p> <ul style="list-style-type: none"> • Janice suggested implementing an interview with potential board members • Stephanie suggested setting goals for improvements to our recruiting • Mark suggested approaching the Dean at a few colleges for recommendations of possible board members who could contribute to MNOHS •
7:55 PM Work Group Assignments	Anastasia	<p>Board Goals/Work group assignments:</p> <ul style="list-style-type: none"> • Discussed several goals and progress towards those goals
8:14 PM Adjournment	Anastasia	Sarah moved to adjourn the meeting and Denise seconded. Motion carried.

ACTION ITEMS	DATE DUE	ASSIGNED	Comments
Goal 7: (template for communication with parents/students)	February Board Meeting	Janice, Denise	
Goal 6: Members will update bios	February Board Meeting	All	Elissa will send bios to members this week
Goal 1: Identify a legislative action to support	February Board Meeting	Mark, Anastasia	
PUC Goal Non-Academic Goal 5: Revise ED evaluation and Board survey	March Board Meeting	Anastasia, Stephanie	

Board Meeting Minutes

Date / Time: 2/21/2017 7:00 p.m.
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 Mark Misukanis
 Stephanie Snidarich
 Elissa Raffa, MNOHS Executive Director (ex officio)

Other Invitees: Charlotte Wagner (BKDA Accounting)

Meeting Attendees: Attending at the office: Stephanie Snidarich, Anastasia Martin, Sarah Carsello, Mark Misukanis, Brian Cross, Charlotte Wagner (BKDA)
 Attending online: Elissa Raffa, Denise Meyer

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

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

AGENDA	NAME	MINUTES
7:03 PM Call To Order /Mission Statement	Anastasia	Call to order
7:04 PM Conflict of Interest Declaration	Anastasia	None
7:04 PM Voting Item: Consent Agenda	Anastasia	Brian moved, Mark seconded. Motion Carried
7:05 PM Community Concerns	Anastasia	None
7:05 PM Board Finance Training	Charlotte Wagner	Board Finance Training
8:11 PM Voting Item Board Resolution	Elissa	Resolution regarding district practices related to immigration and customs enforcement. Elissa noted the strength with which teachers agreed with this resolution, and that some staff had families that were affected or were potentially affected. Brian moved, Sarah seconded. Motion Carried.
8:20 PM ED Report	Elissa	Highlights: <ul style="list-style-type: none"> • Enrollment up in quarter 3 • Higher average of course completion in advisory courses for SY17 compared to SY16

AGENDA	NAME	MINUTES
8:36 PM Discussion and Work Group Updates	Brian, Mark, Denise, Anastasia	<ul style="list-style-type: none"> Brian: need to start thinking about donations for the auction (target date: end of April/early May; proposed May 11-21). Mark: working on a draft of the board recruitment document. Mark: putting together drafts of letters to send to the legislature in support of alternative learning funding Denise and Anastasia: completing a template for communication w/parents Anastasia: Working on revising ED evaluation and Board Survey
8:54 PM Adjournment	Stephanie	Stephanie moved, Brian seconded. Motion Carried

ACTION ITEMS	DATE DUE	ASSIGNED	Comments
Members will update bios	February Board Meeting	All	Elissa will send bios from ballots to members this week
Member photos taken (need Denise, Janice, Ellery)	February Board Meeting	Sarah	Photos will be ready for website by March meeting
Goal 1: (Legislative Goals) *Finish revisions on recruitment document *Draft a letter to send to legislators in support of Alternative Learning Program funding	March Board Meeting	Mark	
PUC Goal Non-Academic Goal 5: Revise ED evaluation and Board survey	March Board Meeting	Anastasia, Stephanie	
Goal 3: (fundraising) *Send Vanessa Petek contact info to Brian (Anastasia) *Brian will contact Ellery about participation/ideas *Brian and Elissa will connect to plan	March Board Meeting	Anastasia Brian Elissa	

Board Meeting Minutes

Date / Time: 3/28/2017 7:00 p.m.
Meetings: Regular meeting of the MNOHS Board
Meeting Minute MNOHS Pillsbury Epicenter -- my.epicenternow.org/signin.aspx
Locations: www.mnohs.org/

Meeting Invitees: **Board Members:**
 Brian Cross
 Sarah Carsello
 Denise Meyer
 Janice Grudecki
 Ellery July
 Anastasia Martin
 Mark Misukanis
 Stephanie Snidarich
 Elissa Raffa, MNOHS Executive Director (ex officio)

Other Invitees:
Meeting Attendees: Attending at the office: Stephanie Snidarich, Sarah Carsello, Denise Meyer, Brian Cross
 Attending online: Elissa Raffa
Quorum: 4 out of 7 voting members attended. 4 are needed for a quorum.

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

AGENDA	NAME	MINUTES
7:00 PM Call To Order /Mission Statement	Brian	Call to order
7:00 PM Conflict of Interest Declaration	Brian	None
7:00 PM Community Concerns	Brian	None
7:01 PM Voting Item: Consent Agenda	Brian	Sarah moved, Denise seconded. Motion Carried
7:05 PM Voting Item: May Board Meeting Date Change	Brian	Denise moved to change the next board meeting to May 30 th , Sarah seconded. Motion Carried
7:06 PM ED Report	Elissa	Highlights: <ul style="list-style-type: none"> ED's performance goals on track. Quarter 3 enrollments are above budgeted numbers. Briefly discussed pros and cons of starting the school year before or after Labor Day.
7:41 PM MNOHS Auction	Brian	Julie Williams sent out email to previous donating organizations. <ul style="list-style-type: none"> Brian, Denise's daughter, Stephanie, etc. reported on donations they are working to procure. www.biddingforgood.com/mnohs

AGENDA	NAME	MINUTES
7:53 PM MNOHS Board Work Groups	Brian	<ul style="list-style-type: none"> • Board Succession Planning (Sarah): In process of scheduling • Board Self-Evaluation (Stephanie/Anastasia): Ready to send out 3/31 • ED Evaluation (Stephanie/Anastasia): Ready to send out 3/31 • Mark: working on a draft of the board recruitment document. <ul style="list-style-type: none"> ○ Discussed what a board member gains by being on the Board – more discussion in another meeting • Denise and Anastasia: completing a template for communication w/parents
8:19 PM Adjournment	Brian	Sarah moved, Stephanie seconded. Motion Carried

ACTION ITEMS	DATE DUE	ASSIGNED	Comments
Send out Board Self-Evaluation Survey	3/31	Anastasia/Stephanie	
Send out ED Evaluation	3/31	Anastasia/Stephanie	

Board Meeting Minutes

Date / Time: 4/25/2017 7:00 p.m.
Meetings: Regular meeting of the MNOHS Board
Meeting Minute MNOHS Pillsbury Epicenter -- my.epicenternow.org/signin.aspx
Locations: www.mnohs.org/

Meeting Invitees: **Board Members:**
 Brian Cross
 Sarah Carsello
 Denise Meyer
 Janice Grudecki
 Anastasia Martin
 Mark Misukanis
 Stephanie Snidarich
 Elissa Raffa, MNOHS Executive Director (ex officio)

Other Invitees:
Meeting Attendees: Attending at the office: Anastasia Martin, Mark Misukanis, Sarah Carsello, Brian Cross, Denise Meyer, Raina Meyer
 Attending online: Elissa Raffa, Charlotte Wagner (BKDA)

Quorum: 5 out of 7 voting members attended. 4 are needed for a quorum.

MEETING PURPOSE

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

AGENDA	NAME	MINUTES
7:08 PM Call To Order /Mission Statement	Anastasia	3 Good Things Exercise
7:08 PM Conflict of Interest Declaration	Anastasia	Brian moved consent agenda, Mark seconded. Motion carried.
7:09 PM Community Concerns	Anastasia	No reported concerns.
7:10 PM ED's Report and Budget Discussion	Elissa	<ul style="list-style-type: none"> MACS 2nd Annual Charter School Innovation Award: MNOHS recently received this award for New Forms of Accountability: Measuring Attendance and Student Intervention. Quarterly Budget Monitoring Cycles: 3rd quarter enrollments are up 7.4%. Enrollments are up 8% for 4th quarter (April 22nd).
7:48 pm Preliminary FY2018 Budget	Elissa	<ul style="list-style-type: none"> FY18 Budget approval does not include Mobile Communications app. Once determined if a purchase would be made, it would be a one-time expense out of the fund balance. <p>Mark moved to make the discussed changes to the budget and approve the FY18 budget, Brian seconded. Motion carried.</p>
7:54 pm Board Self-Evaluation Survey Results and Discussion	Anastasia	<ul style="list-style-type: none"> Concerns: File storage, board community building & networking, board development and training, and overall/general board expectations.
8:29 pm Legislative Update	Mark	<ul style="list-style-type: none"> No charter school funding provisions in the current House funding bill.

AGENDA	NAME	MINUTES
		Brian moved to approve the letter (with board member signatures) Mark presented to send to the E-12 Education Conference Committee, Denise seconded. Motion carried.
8:40 pm MNOHS Auction	Brian	<ul style="list-style-type: none"> • 40 Items listed on the auction page. Julie Williams has been helpful in recruiting and securing items. • A few more items will be added to the list (per updates from Brian and Anastasia). • Denise shared info she learned from an auction site hosted by Target. Would also be interested in learning more about collaborating with Best Buy for a future auction. • Auction begins May 11th and runs through May 21st
8:50 pm Board Recruitment	Anastasia	<ul style="list-style-type: none"> • Talk to people directly. We can take representatives from all groups - parents/community/teachers right now. • Potluck at the June Board meeting.
Adjournment at 8:58 pm	Anastasia	<ul style="list-style-type: none"> • Brian moved to adjourn the meeting, Mark seconded. Motion carried.

ACTION ITEMS	DATE DUE	ASSIGNED	Comments
Send digital signature to Elissa	ASAP	Stephanie, Janice	
Submit signed letter to legislators	ASAP	Elissa? Anastasia?	
Continue to seek auction items	May 11	All	
Recruit applicants for Board Membership	Applications due May 16	All	
Potluck	June meeting	All	

Board Meeting Minutes

Date / Time: 5/30/2017 7:00 p.m.
Meetings: Regular meeting of the MNOHS Board
Meeting Minute MNOHS Pillsbury Epicenter -- my.epicenternow.org/signin.aspx
Locations: www.mnohs.org/

Meeting Invitees: **Board Members:**
 Brian Cross
 Sarah Carsello
 Denise Meyer
 Janice Grudecki
 Ellery July
 Anastasia Martin
 Mark Misukanis
 Stephanie Snidarich
 Elissa Raffa, MNOHS Executive Director (ex officio)

Other Invitees:
Meeting Attendees: Attending at the office: Stephanie Snidarich, Sarah Carsello, Denise Meyer, Brian Cross, Mark Misukanis, Janice Grudecki, Anastasia Martin
 Attending online: Elissa Raffa

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

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

AGENDA	NAME	MINUTES
7:02 PM Call To Order /Mission Statement	Anastasia	Call to order
7:03 PM Conflict of Interest Declaration	Anastasia	None
7:04 PM Voting Item: Consent Agenda	Anastasia	Brian moved, Mark seconded. Motion Carried
7:04 PM Community Concerns	Anastasia	None
7:05 PM School Spotlight	Anastasia	Saturday, June 10, 11:00 am. Wellstone Center, St Paul
7:07 PM Annual Meeting	Elissa/Anastasia	Board Election Results – New board members will serve 3-year terms <ul style="list-style-type: none"> Debbie Ferm (2020) Anjie Flowers (2020) Anastasia recommends board members check out job descriptions in the board manual prior to next meeting.
7:16 PM Executive Director’s Report & Discussion	Elissa	<ul style="list-style-type: none"> Enrollments up in quarter 4 (+8%) 56.7 Course completion (up a little bit—slight positive trend line)

AGENDA	NAME	MINUTES
		<ul style="list-style-type: none"> • Board Auction: \$2510 raised <ul style="list-style-type: none"> ○ Sarah noted that board had proposed making a decision about whether or not to continue the auction; Mark asked if the marketing results are worth the effort; board will discuss and decide at the June meeting. • MACS award: <ul style="list-style-type: none"> ○ MNOHS won the MACS Innovation Award • ED Goals: <ul style="list-style-type: none"> ○ Goal #1: MDE Re-approval and AdvancED Accreditation – the former was completed in August 2016; the latter is scheduled for April 2018 and work has started ○ Goal #2: Report under PUC Performance Framework - completed on November 30, 2016 ○ Goal #3: ALC Partner - completed; result new 2-year contract signed with our ALC partner for summer school ○ Board commends Elissa for achieving goals.
7:45 PM Voting Item: Release of funds for ED Incentive Salary SY2016-17	Anastasia	Brian moved, Denise seconded. Motion Carried
7:46 PM Voting Item: Banking Resolutions	Elissa	Board discussed banking resolutions 1-4 Sarah moved, Janice seconded. Motion Carried.
7:59	Anastasia	Legislative update: Mark <ul style="list-style-type: none"> • Question about the proportion of the percentage increase that will go to schools vs. teachers Succession Planning: Sarah <ul style="list-style-type: none"> • Gave updated job description to Board to review
8:07 PM Adjournment	Brian	Anastasia reminded the Board to come early to the next meeting (6:30) Sarah moved, Brian seconded. Motion Carried

ACTION ITEMS	DATE DUE	ASSIGNED	Comments
Board members check out job descriptions in the board manual prior to next meeting.	June 27	All	Elissa will send out link to the board packet
Update board training course	June 27	Elissa	
Potluck sign up for June 27	Mid-June	Stephanie	
Find out about the proposal to increase contributions to TRA/PERA that the legislature considered.	June 27	Mark	Mark will check and report back to the board
Complete org chart	June 9	Elissa	
Various succession tasks	Ongoing	Sarah, Anastasia, Stephanie	

Board Meeting Minutes

Date / Time: 6/27/2017 7:00 p.m.
Meetings: Regular meeting of the MNOHS Board
Meeting Minute MNOHS Pillsbury Epicenter -- my.epicenternow.org/signin.aspx
Locations: www.mnohs.org/

Meeting Invitees: **Board Members:**
 Brian Cross
 Sarah Carsello
 Denise Meyer
 Janice Grudecki
 Anastasia Martin
 Mark Misukanis
 Stephanie Snidarich
 Anjie Flowers
 Debbie Ferm
 Elissa Raffa, MNOHS Executive Director (ex officio)

Other Invitees:
Meeting Attendees: Attending at the office: Stephanie Snidarich, Sarah Carsello, Debbie Ferm, Anjie Flowers, Brian Cross, Mark Misukanis, Janice Grudecki, Anastasia Martin, Elissa Raffa
 Attending online:
Quorum: 6 out of 8 voting members attended. 5 are needed for a quorum.

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

AGENDA	NAME	MINUTES
7:13 PM Call To Order /Mission Statement	Anastasia	Call to order
7:15 PM Conflict of Interest Declaration	Anastasia	None
7:16 PM Voting Item: Consent Agenda	Anastasia	<ul style="list-style-type: none"> Brian moved that we remove the meeting agenda from the consent agenda. Mark seconded. Motion carried Sarah moved that we add to the agenda our renewal of the Minnesota State High School League. Stephanie seconded. Motion carried. Board voted to accept the consent agenda. Motion carried.
7:19 PM Executive Director Review	Anastasia	Brian briefly reviewed some of the history behind Elissa's work to keep MNOHS afloat during a time when the school was struggling financially.
7:28 PM Out-Going Board Member Recognition	Anastasia	Gratitude for contributions from Brian Cross and Mark Misukanis, exiting board members. It was noted that Brian was a calm presence and excellent leader as Board President. It was noted that Mark served as treasurer for two years, and kept us up on legislative and other political issues.
7:40 PM Voting Item: Board Seat Elections	Anastasia	Nominations for board seats. <ul style="list-style-type: none"> Sarah nominated Anastasia for president. Janice seconded. Motion carried.

AGENDA	NAME	MINUTES
		<ul style="list-style-type: none"> Anastasia nominated Janice as treasurer. Janice declined. Debbie volunteered to be treasurer. Elissa mentioned that it might be helpful for community members, and not only teacher members, to take on officer roles. Sarah volunteered to be treasurer. Anastasia seconded. Motion carried. Stephanie volunteered to continue as treasurer. Anastasia seconded. Motion carried.
7:55 PM Voting Item: Board Calendar	Anastasia	Debbie moved, Janice seconded to approve the board meeting dates. Motion carried
7:57 PM Board Training	Anastasia	New board members will receive login information tomorrow. Should be trained within 6 months of being seated.
8:06 PM Appoint Board President and Treasurer as signers at banks	Anastasia	Sarah moved to appoint Board President and Treasurer as signers at Venture Bank, Highland Bank, and Bremer Bank, Janice seconded. Motion carried.
8:07 Voting Item: Appoint Board President and Treasurer as signers on Skyward eSign	Anastasia	Sarah moved to appoint board president and treasurer as signers on Skyward eSign. Debbie seconded. Motion carried.
8:10 Voting Item: Delegation of authority to make electronic funds transfers.	Anastasia	Sarah moved to make electronic funds transfers to the Executive Director (Elissa Raffa) and to the Financial Manager (Charlotte Wagner) at Beltz, Kes, Darling, and Associates, Janice seconded. Motion carried.
8:12 Voting Item: Renew membership in the Minnesota State High School League	Anastasia	Debbie moved to renew our membership in the Minnesota State High School League, and to assign Debbie Ferm as the board contact. Anjie seconded. Motion Carried.
8:42 Voting Item: Revised Budget for 2016-17	Elissa	<p>Sarah moved to approve the revised budget. Janice seconded. Motion carried.</p> <p>Budget was based on 0% growth. There was actually 2.6% growth. Revised budget includes a surplus of approximately \$15,000. Fund balance is 26.1% at present, and may be larger because of underspending in certain line items.</p>
8:45 Executive Director Report & Discussion	Elissa	Graduation was great – videographer was present because MNOHS won an award from the Minnesota Association of Charter Schools (in the category of “New Forms of Accountability”).
8:49 Workgroup updates	Sarah	Executive Director job description draft is completed. Working on an Interim Director job description. Additional work is being done on the succession plan.
8: PM Adjournment	Anastasia	Debbie moved, Anjie seconded. Motion Carried

ACTION ITEMS	DATE DUE	ASSIGNED	Comments
Various succession tasks	Ongoing	Sarah, Anastasia, Stephanie	Possibly set up meeting in July to finish plan.