

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 (Schlenner 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 (Schlenner, 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

AGENDA	NAME	MINUTES
		<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.
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: 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.

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
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.

Board Meeting Minutes

Date / Time: 7/18/2017 7:00 p.m.

Meetings: Regular meeting of the MNOHS Board

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

Meeting Invitees: Board Members:

Sarah Carsello
Denise Meyer
Janice Grudecki
Anastasia Martin
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, Anjie Flowers, Anastasia Martin, Elissa Raffa
Attending online: Debbie Ferm, Charlotte Wagner (BKDA), Denise Meyer

Quorum: 6 out of 7 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
7:03 PM Call To Order /Mission Statement	Anastasia	Call to order
7:04 PM Voting Item: Consent Agenda	Anastasia	<ul style="list-style-type: none"> Sarah moved and that we remove the meeting agenda from the consent agenda. Anjie seconded. Motion carried Stephanie moved to accept the consent agenda, Sarah seconded. Motion carried.
7:05 PM Voting Item: Consent Agenda		<ul style="list-style-type: none"> Stephanie moved to alter the order of the agenda due to the fact that Charlotte Wagner (from our accounting firm) could not stay the entire meeting. Anjie seconded. Motion carried.
7:06 PM	Anastasia	<ul style="list-style-type: none"> Community concerns - None
7:07 PM Annual Budget Calendar Overview and how to read a financial statement	Elissa	<ul style="list-style-type: none"> Reviewed the budget and budget calendar for FY2016. <ul style="list-style-type: none"> Elissa designated who could answer questions about revenue and expenditure budget items Fund balance is currently 27.58% MNOHS tends to budget very conservatively, but there may be some changes to spending in the future to make improvements
7:25 PM Voting Item: Resolution Granting Administrative Authority	Anastasia	<ul style="list-style-type: none"> Stephanie moved to pass the Resolution Granting Administrative Authority (to Charlotte Wagner, Chuck Herdegan, and certain designated BKDA employees, accounting firm for MNOHS), Denise seconded. Motion carried. NOTE: see resolution; BKDA will be using the new name BerganKDV
7:31 PM Policy Review	Elissa	<ul style="list-style-type: none"> Elissa reviewed how to access relevant MNOHS Board documents in SharePoint, including:

AGENDA	NAME	MINUTES
		<ul style="list-style-type: none"> ○ Current MNOHS policies ○ Succession planning documents
7:40 PM Voting Item: MNOHS_CS_01-Religious Accommodation Policy	Anastasia	Stephanie moved that we pass the MNOHS_CS_01-Religious Accommodation Policy Sarah seconded. Motion carried.
7:45 PM Voting Item: MNOHS_CS_02-Facility Equal Access For Student Non-Curricular Groups Policy	Anastasia	Stephanie moved that we pass the MNOHS_CS_02-Facility Equal Access For Student Non-Curricular Groups Policy . Anjie seconded. Motion carried.
7:50 PM Voting Item: MNOHS_CS_03-Facility Equal Access For Boy Scouts Title 36 and Other Outside Youth Community Groups Policy	Anastasia	Anjie moved that we pass the MNOHS_CS_03-Facility Equal Access For Boy Scouts Title 36 and Other Outside Youth Community Groups Policy with edits (made during the 7/18/17 Board meeting – see image below) . Stephanie seconded. Motion carried.
8:00 PM Voting Item: MNOHS_CS_04-Whistle Blower Policy	Anastasia	Stephanie moved that we pass the MNOHS_CS_04-Whistle Blower Policy with edits (made during the 7/18/17 Board meeting – see image below) . Anjie seconded. Motion carried.
8:15 PM Executive Director’s Report and Discussion	Elissa	<ul style="list-style-type: none"> • For the Accountability Plan in our contract with PUC, we set Academic (4) and Non-Academic Goals (9). <ul style="list-style-type: none"> ○ Goal 1: Increase Course Completion Rates 3-5% <ul style="list-style-type: none"> ▪ Slight increase this year (1.6%; averaging 2.8%) ▪ Advisory Course Completion Rates are actually quite high—average of 21.5% increase per year ○ Goal 2: Improve our average grade awarded in completed courses. Average in 2016-17 is 2.8% ○ Goals 3 & 4: Met our Reading and Math goals in 2015-16; did not meet these goals in 2016-17. Elissa proposed that the way the goals are currently written do not tell us enough about what is meaningful with regard to student progress because of issues with getting a reliable and consistent sample of pre-posttest scores.
8:30 PM Board Members	Anastasia	<p>Discussion of each prospective Board Members (Meg Riley and Barbara Bridges). Anjie noted that we should keep an eye on Board diversity. Discussion of how we could diversify our board in the future.</p> <p>Stephanie moved to approve the board applications (Meg Riley and Barbara Bridges) for the Board seat appointments that will end in June 2018, Denise seconded. Motion carried.</p>
8:59 PM Board Discussion and Work Group Updates	Anastasia	Sarah moved to table discussion of Work Group Updates and 2016-17 Board Goals Update and Discussion, Stephanie seconded. Motion carried.
9:00 PM	Anastasia	

AGENDA	NAME	MINUTES
Adjournment		

ACTION ITEMS	DATE DUE	ASSIGNED	Comments

MNOHS_CS_03-Facility Equal Access For Boy Scouts Title 36 and Other Outside Youth Community Groups Policy EDITS

D. "Designated open forum"

is a

"Designated open forum" means that the school has designated a time and place for one or more outside youth or community groups to meet on school premises or in school facilities, including during the hours in which attendance at the school is compulsory, for reasons other than to provide the school's educational program.

E. "Limited public forum"

is

"Limited public forum" means that the school has given an opportunity to, or an opportunity for, one or more outside youth or community groups to meet on school premises or in school facilities before or after the hours during which the attendance at the school is compulsory.

MNOHS_CS_04-Whistle Blower Policy EDITS

If any employee reasonably believes that some policy, practice, or activity of Minnesota Online High School - District 4150 is in violation of law, a written complaint must be filed by that employee with the Executive Director or the Board President.

and wishes to file a complaint, that complaint must be communicated by that employee to the Executive Director or the Board President

If the complaint is not in writing, it will be documented in writing by the Exec Dir or the Board Pres.

At the request of the employee making the complaint, a copy will be provided to the employee.

Board Meeting Minutes

Date / Time: 9/26/2017 7:00 p.m.

Meetings: Regular meeting of the MNOHS Board

Meeting Minute Locations: <http://www.mnohs.org/board-of-directors>

Meeting Invitees: Board Members:

Sarah Carsello
Denise Meyer
Janice Grudecki
Anastasia Martin
Stephanie Snidarich
Anjie Flowers
Barbara Bridges
Meg Riley
Debbie Ferm
Elissa Raffa, MNOHS Executive Director (ex officio)

Other Invitees:

Meeting Attendees: Attending at the office: Stephanie Snidarich, Anastasia Martin, Barbara Bridges, Janice Grudecki, Sarah Carsello
Attending online: Elissa Raffa, Debbie Ferm, Denise Meyer, Meg Riley

Quorum: 8 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
7:07 PM Call To Order /Mission Statement	Anastasia	<ul style="list-style-type: none"> Call to order
7:09	Anastasia	<ul style="list-style-type: none"> No community concerns
7:12 PM Voting Item: Consent Agenda	Anastasia	<ul style="list-style-type: none"> Sarah moved to accept the consent agenda. Stephanie seconded, motion carried.
7:13 PM School Spotlight	Elissa	<ul style="list-style-type: none"> Elissa shared a quote from a parent who was very nervous about her son, who is on an IEP, starting an online school, but is pleased because everyone is so helpful. Her son is going well so far.
7:16 Voting Item: Resolution: Grant authority to BKDV	Anastasia	<ul style="list-style-type: none"> Sarah moved to pass the resolution to grant authority to BKDV, Debbie seconded. Motion carried.
7:18 Voting Item: Resolution to adopt the School District General Records Retention Schedule	Anastasia	<ul style="list-style-type: none"> Meg moved to pass the resolution to adopt the School District General Records Retention Schedule, Denise seconded. Motion carried.
7:24 Executive Director's Report and Discussion	Elissa	<ul style="list-style-type: none"> Enrollments were higher during summer school than ever before. Enrollments for fall are higher than projected. PUC requires that we set Academic (4) and Non-Academic Goals (9). <ul style="list-style-type: none"> Goal 1: Increase Course Completion Rates 3-5% <ul style="list-style-type: none"> Slight increase this year (1.6%; averaging 2.8%)

AGENDA	NAME	MINUTES
		<ul style="list-style-type: none"> ▪ Science course completion rates have been below the school average, but recently reached the school average.
7:58 PM	Anastasia	<ul style="list-style-type: none"> • Thank you to Janice Grudecki, who has served on the board. Today is her last day. She has been steady, asked good questions, and stepped up to help with important work.
8:00 PM Board Recruitment Discussion	Anastasia	<ul style="list-style-type: none"> • Looking for board members; in particular a board member to replace Janice. Could use another parent.
8:02 PM Voting Item: Executive Director Goals	Elissa	<ul style="list-style-type: none"> • Reviewed ED goals • Stephanie moved to accept the goals as written, Barbara seconded. Motion carried.
8:19 PM Board Goals	Anastasia	<ul style="list-style-type: none"> • Non-academic goals : <ul style="list-style-type: none"> ○ (1) Succession plan almost final form ○ (2) Interim ED Job Description IS finalized <ul style="list-style-type: none"> • Anastasia will review notes on goals from last year.
9:00 PM Adjournment	Anastasia	<ul style="list-style-type: none"> • Barbara moved to adjourn, Sarah seconded. Motion carried.

ACTION ITEMS	DATE DUE	ASSIGNED	Comments

Board Meeting Minutes

Date /Time: 10/24/2017 7:00 p.m.
Meetings: Regular meeting of the MNOHS Board
Meeting Minute Locations: <https://www.mnohs.org/board-of-directors>

Meeting Invitees: **Board Members:**
 Sarah Carsello
 Denise Meyer
 Anastasia Martin
 Stephanie Snidarich
 Anjie Flowers
 Barb Bridges
 Meg Riley
 Debbie Ferm
 Elissa Raffa, MNOHS Executive Director (ex officio)

Other Invitees:
Meeting Attendees: Attending at the office: Stephanie Snidarich, Barbara Bridges, Sarah Carsello, Meg Riley
 Attending online: Elissa Raffa, Denise Meyer, Debbie Ferm

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
7:06 PM Call To Order /Mission Statement	Sarah	<ul style="list-style-type: none"> Call to order
7:12 PM Voting Item: Consent Agenda	Sarah	<p>Prior to approving the consent agenda, the Procurement Policy was removed from the consent agenda and added to the main agenda.</p> <p>Consent Agenda</p> <ul style="list-style-type: none"> Meeting agenda September 2017 Minutes BergenKDV Management Report and Financial Statements (Septemer2017) SpEd Procurement Policy (passed in September, copy/paste error corrected) Procurement Policy (revised to include Uniform Grant Guidance) Conflict of Interest Policy <p>Stephanie moved to accept the consent agenda. Barbara seconded. Discussion ensued about removing the Procurement Policy from the Consent Agenda and vote on the revised Consent Agenda.</p> <p>Revised Consent Agenda</p> <ul style="list-style-type: none"> Meeting agenda September 2017 Minutes BergenKDV Management Report and Financial Statements (Septemer2017) SpEd Procurement Policy (passed in September, copy/paste error corrected)

AGENDA	NAME	MINUTES
		<ul style="list-style-type: none"> • Conflict of Interest Policy <p>Stephanie moved to accept the revised consent agenda. Barbara seconded, motion carried.</p>
7:12	Sarah	<p>No community concerns.</p> <p>Barbara brought forward the possibility of a partnership with Bemidji State University placing student teachers at MNOHS.</p> <ul style="list-style-type: none"> • Barbara shared some of the questions, requirements, etc. • Elissa and Barbara will meet offline further discuss details
7:21 PM School Spotlight	Sarah	<ul style="list-style-type: none"> • Elissa shared a video made on the occasion of MNOHS winning the MACS Innovation Award in the category of New Forms of Accountability: https://youtu.be/T4O6dKKB7wk
7:24 Voting Item: Resolution: To Approve MNOHS Executive Director Succession Plan Procedure	Sarah	<ul style="list-style-type: none"> • Meg moved to accept the resolution to Approve MNOHS Executive Director Succession Plan Procedure, with the change from biannual review in the odd years to biannual review in the even years. Sarah seconded, motion carried.
7:35 Voting Item: Resolution to Approve the Inactive Interim ED (Kim Breeden)	Sarah	<ul style="list-style-type: none"> • Meg moved to accept Kim Breeden as the Inactive Interim Executive Director. Debbie seconded, motion carried.
7:38 Voting Item: Procurement Policy	Sarah	<ul style="list-style-type: none"> • Stephanie moved to discuss the procurement policy. Debbie seconded. <ul style="list-style-type: none"> ◦ Suggested change to the Procurement Policy to reduce the thresholds from the present to the standard in Minnesota, which is \$3,000 - \$100,000.00 (2 quotes) and >\$100,000 (sealed bids). • Barbara moved to accept the Procurement Policy as amended (above). Debbie seconded, motion carried.
7:50 Executive Director's Report and Discussion	Elissa	<ul style="list-style-type: none"> • Non-Academic Goal #5 – Board Governance <ul style="list-style-type: none"> ◦ Succession Plan developed (SY 2017) ◦ Currently have 8 board members (1 open seat) • Non-Academic Goal #8 – Operational Effectiveness <ul style="list-style-type: none"> 3-5 Improvements: <ul style="list-style-type: none"> ◦ Student virtual desktop (SY 2015) ◦ Online registration (SY 2016) ◦ Reestablish use of SharePoint (SY 2017) • Staff Changes - New Counselor • MDE Corrective Action Plans (10/30) • Give to the Max day (11/16) • PUC Site Visit (11/17) • Reporting (11/23 to board, 11/30 to MDE) • AdvanceED Engagement Review (April 26-27, 2018)
8:09 PM Board Goals	Sarah	<ul style="list-style-type: none"> • Add goal: Revise Executive Director Annual Evaluation Criteria/Rubric • Give to the Max Day – November 16, 2017 (Goal #3) • Auction (Goal #3) <ul style="list-style-type: none"> ◦ Table for now- purpose is to build community, but is there a way to accomplish this objective another way? • Board Briefs in parent newsletter (Goal #7)

AGENDA	NAME	MINUTES
		<ul style="list-style-type: none"> Ownership/Interest in Specific Items <ul style="list-style-type: none"> See notes in Action Items (below)
9:03 PM Adjournment	Sarah	<ul style="list-style-type: none"> Barbara moved to adjourn, Meg seconded. Motion carried.

ACTION ITEMS	DATE DUE	ASSIGNED	Comments
Change Debbie Ferm's membership on the Agenda Template from Community to Teacher	Before November Board Meeting	Sarah	
Board Goals - Committees		<ul style="list-style-type: none"> Meg and Elissa working on Give to the MAX Stephanie revise ED annual evaluation criteria/rubric Meg will attend the quarterly kick-off on Monday, November 13th at 11:00 am One-paragraph "Board Corner" piece each month Continue board goal discussion next month 	Can new board members see a copy of the Parent Newsletter?
Add to agenda an item to identify a monthly contribution to MNOHS Parent Newsletter from a Board Member		<ul style="list-style-type: none"> Anastasia 	