



BOARD OBSERVATION RUBRIC

School Name: BMS

Meeting Date: 9.19.24

School: Meeting Type (check one): ☒ Regular ☐ Special ☐ Emergency

VOA-MN Observer: Haenke

Meeting Start Time:

Meeting End Time:

Board Member Attendance		
Name (first, last) Insert from board roster	Seat Type	Present (P) Absent (A)
Meghan Booth	Teacher	P
Anna Aarre	Teacher	P
Shelly Merchlewitz	Teacher	P
Jessican McIlrath	Parent	P
Marcy Faircloth	Community	P (late)
Kim Bell	Teacher	P
Stephanie S. Dunn	Parent	P
Henry Schantzen	Ex-officio	P

Others in attendance: R. Haenke

Board Member Early Departures:

Codes:

Yes (Y) – Yes, this item was addressed.

Partial (P) – This item was partially addressed.

No (N)–The item was not addressed.

Not Observed (N_Ob) - The item was not observed for this meeting.

When to Check	Item	Code	Items to Observe	Reference	Comments/Explanation (optional)
Before	1	Y	If a Regular meeting, a schedule of the regular meetings of a public body shall be kept on file at its primary offices (or website).	Governance Standard 6 Statute 13D.04 NOTICE OF MEETINGS. -Subdivision 1.	
Before	2	N_OB	If a Special meeting or a regular meeting at a time or place different from the time or place stated in its schedule of regular meetings notice was posted and mailed (emailed) or delivered at least three days before the date of the meeting. If an emergency meeting, good faith efforts to provide notice were made.	Governance Standard 6 Statute 13D.04 NOTICE OF MEETINGS. Subdivision 1. -Subdivision 2. Special meetings. -Subdivision 3. Emergency meetings.	
Before	3	Y	The school's website includes meeting minutes of the board of directors and of members and committees having board-delegated authority, for at least 365 days from the date of publication, directory information for the board of directors (demonstrating compliance with membership requirements per statute and bylaws) , and contact information for VOA-MN.	Governance Standard 1 Governance Standard 16 Statute 124E.07. BOARD OF DIRECTORS -Subdivision 3. Membership criteria. -Subdivision 8. Meetings and information.	Minor thing: Board Meeting Minutes 6_18_24 are in FY25 but should be in FY24.
Before	4	N_OB	Meeting is not conducted by interactive technology unless it meets MN Stat 13D conditions.	Statute 13D.02 OTHER ENTITY MEETINGS BY INTERACTIVE TECHNOLOGY. -Subdivision 1. Conditions.	
Before	5	Y	At least one copy of any printed materials relating to the agenda items of the meeting was available in the meeting room for inspection by the public.	Governance Standard 6 Statute 13D.01 MEETINGS MUST BE OPEN TO THE PUBLIC; EXCEPTIONS. Subdivision 6. Public copy of members' materials.	
During	6	Y	The meeting started on time.	Best Practice	
During	7	Y	Quorum was established and maintained.	Governance Standard 6 Minnesota Statutes 2023, section 317A.235	
During	9	P	An adopted agenda is followed after approval and is adhered to during the meeting.	Best Practice	Items were discussed that were not on the agenda. The "fund raising" topic was not on

					the agenda. If topics are to be added to the agenda, it should be done at the beginning when the agenda is approved or amended.
During	10	P	A consent agenda is used for multiple routine, non-controversial topics as one motion and action.	Best Practice	Typically items in the “consent agenda” are routine, non-controversial topics as one motion and action: typically requiring no deliberation. If they end up being deliberated on, then that is an indication they probably should be in the regular agenda.
During	11	Y	The board provided an opportunity for public input and has a stated procedure for doing so.	Best Practice	
During	12	P	A formal methodology guides the running of the meeting (e.g. Roberts Rules) and action items follow the “motion, second, discussion, vote” pattern. Motions are stated in full by the chair prior to voting.	Best Practice	Rather than using the “motion, second, discussion, vote” pattern; the board typically uses the “discussion, motion, second, vote” pattern. Using the former helps the board discussion stay focused on the motion at hand rather than tangential topics.
During	13	Y	Motions and minutes include or assert the reasons for reaching particular decisions.	Attorney General Opinion 851-C, March 5, 1992 notes that, “including reasons for reaching a particular decision in board meeting minutes could be crucial in defending a challenge to action taken.”	
During	14	Y	Votes of the members (as a whole) are recorded in minutes.	Statute 13d.01 MEETINGS MUST BE OPEN TO THE PUBLIC; EXCEPTIONS. Subdivision 4.Votes to be kept in journal or minutes.	

During	15	Y	The agenda contains an item(s) on finance (board reviews the school's finances). Finance reports include register, balance sheet, rev/exp, and cash flow. Enrollment is part of budget oversight (Pupil Units vs. head count).	Financial Standard 6	
During	16	Y	Votes of each member are recorded on each appropriation of money, except for payments of judgements, claims, and amounts fixed by statute.	Statute 13d.01 MEETINGS MUST BE OPEN TO THE PUBLIC; EXCEPTIONS. Subdivision 4. Votes to be kept in journal or minutes.	
During	17	Y	The meeting included a review and discussion of student academic performance (not merely activities).	Governance Standard 13 Statute 124E.07 BOARD OF DIRECTORS. Subdivision 6. Duties.	MDE Report Card data was shared.
During	18	N Ob	The meeting included policy review. (17)	Governance Standard 17	
During	19	Y	The board references policies in decision making. (11)	Governance Standard 11	
During	20	Y	Board training occurs and/or member training is documented. (4)	Governance Standard 4 Statute 124E.07 BOARD OF DIRECTORS. Subdivision 7. Training.	On agenda: Legal Topic Review: Authorizer-Submission Calendar, Annual VOA Revenue/Expenditure Report Montessori Philosophy: Independence Academic Data: MCA level scores doc, MN Report Card
During	21	N_Ob	If the meeting is closed or a portion of the meeting is closed, it met MN Stat 13D conditions - a public body shall state on the record the specific grounds permitting the meeting to be closed and describe the subject to be discussed. (6)	Governance Standard 6 Governance Standard 12 Statute 13D.01 CLOSED MEETINGS FOR LABOR NEGOTIATIONS STRATEGY. -Subdivision 1. Procedure. -Subdivision 2. Meeting must be recorded. Statute 13D.05 MEETINGS HAVING DATA CLASSIFIED AS NOT PUBLIC. -Subdivision 1. General principles. -Subdivision 2. When meeting must be closed. -Subdivision 3. What meetings may be closed.	
During	22	Y	Board members exhibit diligence, engagement, focus on the school's mission/ vision, and strategic	Best Practice	

			governance (not micromanaging school administration).		
During	23	Y	The Board of Directors is diligent to notice and take any necessary remedies if any member has a perceived or real conflict of interest in any board action.	Best Practice	
During	24	P	The board stays on topic with minimal side or off topic talk. (6)	Best Practice	The board or discussion veers from the agenda at times. As stated, staying to the “motion, second, discussion, vote” pattern helps the board discussion stay focused on the motion at hand rather than tangential topics.
ANNUAL BOARD RESPONSIBILITIES <i>Check item if observed during the board meeting attended.</i>				REFERENCE	
N_Ob	Conducted a formal board self-evaluation.			Governance Standard 5	
N_Ob	Evaluating the leadership.			Governance Standard 9 Statute 124E.12, MPLOYMENT. Subdivision 2(a) Administrators.	
N_Ob	Facilitating and monitoring board elections.			Governance Standard 8	
N_Ob	Approving the WBWF annual report.			Governance Standard 13 Statute 120B.11 SCHOOL DISTRICT PROCESS FOR REVIEWING CURRICULUM, INSTRUCTION, AND STUDENT ACHIEVEMENT; STRIVING FOR THE WORLD'S BEST WORKFORCE. Subdivision 1(a). Performance measures. Subdivision 5. Report.	
N_Ob	Reviewing parent, teacher, or student satisfaction data.			Governance Standard 14 Statute 120B.11 SCHOOL DISTRICT PROCESS FOR REVIEWING CURRICULUM, INSTRUCTION, AND STUDENT ACHIEVEMENT; STRIVING FOR THE WORLD'S BEST WORKFORCE. Subdivision 7 Periodic report.	
N_Ob	Review of bylaws.			Governance Standard 7	
N_Ob	The board approves a formal board development plan.			Governance Standard 2	
N_Ob	Pledge of Allegiance - A local school board or a charter school board of directors may <i>annually</i> , by majority vote, waive this requirement. A local school board or a charter school board of directors that waives the requirement to recite the Pledge of Allegiance may adopt a district or school policy regarding the reciting of the Pledge of Allegiance.			Statute 121.A.11 UNITED STATES FLAG. Subdivision 3. Pledge of Allegiance.	

