



## BOARD OBSERVATION RUBRIC

**School Name:** BMS

**Meeting Date:** \_\_\_\_5.18.23\_\_\_\_

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

**VOA Observer:** \_\_\_\_Haenke\_\_\_\_

**Start Time:** 6:00 pm

**Date of Meeting:** 5.18.23

*Attendance of Board Members (note first & last names and affiliation)*

Board Members Present - Meghan Booth, Ann-Marie Dunbar, Shelly Merchlewitz, Crystal Hegge, Anna Aarre, Mariah White, Marcy Faircloth (absent)

Ex-officio Members: Henry Schantzen

Others in attendance: Travis Berends, Kim Bell, Jessica McIlrath, Sherry Lohmeyer

Board Member Early Departures:

**Codes:** **Yes (y)** – This item was addressed. **Partial (p)** – This item was partially addressed. **No (n)**–The item was not addressed. **Not applicable (na)** - The item was not addressed at this meeting but will be at another meeting. (#) VOA Standard Alignment.

Code	Meeting Checklist	Comments/Explanation (if necessary)
<b><i>Before the Meeting</i></b>		
Y	The meeting is open to the public and the board meeting time, location, and agenda was posted publicly. (6)	
Y	Board agenda and materials were sent to board members and VOA 3 days in advance. (15)	
Y	Votes are recorded and the Journal of votes is available. (6)	
Y	Up to date minutes are posted to school board website. (6)	
Y	Board membership is observed to be compliant with Minnesota statute and the school's bylaws. (1)	
Y	One set of materials relating to the agenda was available for public inspection. (6)	
Y	The Board of Directors maintains a Board Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements (16)	
<b><i>Meeting – Procedures and Content</i></b>		
Y	Board meeting attendance provides evidence that the school is meeting the requirements laid out in its bylaws and membership requirements as required by Minnesota Statute (1)	
Y	The meeting was started on time.	

Y	Quorum was established and maintained. Action on items is taken only with a quorum present. Arrivals and departures of members are noted during meeting and recorded in meeting minutes. (6)	
Y	An adopted agenda is followed after approval, and is adhered to during the meeting. (6)	
Y	Appropriate materials were available to board members to accompany agenda items. (6)	
Y	Conflict of interest is addressed in the agenda.	
Y	If used, a consent agenda was properly executed.	
Y	The board provided an opportunity for public input.	
Y	An orderly methodology guides the running of the meeting (e.g. Roberts Rules).	
Y	The mission and vision of the school are referenced and/or used in decision making.	
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).	
Y	The meeting included one or more of the board's annual responsibilities: <ul style="list-style-type: none"> <li>Evaluating the leadership. (9)</li> </ul>	Plan HOS evaluation on agenda. The evaluation is scheduled for June.
NA	<ul style="list-style-type: none"> <li>Facilitating and monitoring board elections. (8)</li> </ul>	
NA	<ul style="list-style-type: none"> <li>Approving the WBWF annual report. (13)</li> </ul>	
Y	<ul style="list-style-type: none"> <li>Reviewing parent, teacher, or student satisfaction data. (14)</li> </ul>	There was some discussion of satisfaction surveys.
NA	<ul style="list-style-type: none"> <li>Review of bylaws. (7)</li> </ul>	
NA	<ul style="list-style-type: none"> <li>Data Practice procedures and responsibilities. (12)</li> </ul>	
NA	<ul style="list-style-type: none"> <li>New board members are provided orientation. (3)</li> </ul>	
Y	The meeting included a review and discussion of student academic performance (not merely activities). (13)	
Y	The meeting included policy review. (17)	Policy updates: Single Reads: 204, 205, 401, 402, 403, 408, 419, 427, 514, 516, 520, 521; Policy updates: First Reads: 903. Dress Code Draft, Policy 506
Y	The board references policies in decision making. (11)	
Y	The board addresses board development. The board references its strategic planning process (at least quarterly), continuous improvement plans, and goals to monitor and evaluate effectiveness (new schools- readiness to open checklist). (2)	BOD retreat to address Strategic Plan on agenda.
N	Board training occurs and/or member training is documented. (4)	
N	The board engages in reflection or self-evaluation at the end of the meeting. (5)	
Y	MN Stat 13D meeting conditions are met. (6)	

Y	If it is a special or emergency meeting, MN Stat13D conditions are met. (6)	
Y	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)	
<b><i>Continuous Improvement Items</i></b>		
Y	Board member conduct is professional. Board members are engaged and strategic in their discourse.	
Y	All board members were on time and appeared prepared.	
Y	Board minutes and motions are easily understood and communicate the essence of topics. First and last names are recorded, not just first names.	
Y	The board stays on topic with minimal side or off topic talk. (6)	
Y	Committee reports are written, thorough and understandable.	
Y	The board focuses on governing and avoids micromanaging school administration.	

