



## BOARD OBSERVATION RUBRIC

**School Name:** BMS

**Meeting Date:** \_\_7.20.23\_\_

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

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

**Start Time:** 6:30 (6:38 actual)

**Date of Meeting:** 7.20.23

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

Board Members Present –Jessica McIlrath, Meghan Booth, Mariah White, Anna Aarre, Crystal Hegge, Shelly Merchlewitz

**Board Member Absent -**

**Ex Officio Present -** Henry Schantzen

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)	
N	The meeting was started on time.	Started at 6:38 p.m.
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)	
N	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.	
N	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>	
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>	
Y	<ul style="list-style-type: none"> <li>● Review of bylaws. (7)</li> </ul>	Annual Cycle of Review: Articles of Incorporation, By-Law
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>	
N	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 Read approvals: Legal Changes: 419, 506, 514, 515, 534, 806 Policy updates: Single Read approvals: New: 516.5, 621 Policy updates: Second Reads: 101, 201
Y	The board references policies in decision making. (11)	Part of policy discussion.
P	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)	There was a training on child development but did not see on the agenda or listed as "training."

P	Board training occurs and/or member training is documented. (4)	There was a training on child development but did not see on the agenda or listed as “training.”
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.	
N	Board minutes and motions are easily understood and communicate the essence of topics. First and last names are recorded, not just first names.	Please use first and last names in minutes.
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.	

