**Board Meeting Minutes**

<table>
<thead>
<tr>
<th>Date / Time:</th>
<th>1/28/2020</th>
<th>7:00 p.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meetings:</td>
<td>Regular meeting of the MNOHS Board</td>
<td></td>
</tr>
<tr>
<td>Meeting Minute Locations:</td>
<td><a href="https://www.mnohs.org/board-of-directors">https://www.mnohs.org/board-of-directors</a></td>
<td></td>
</tr>
</tbody>
</table>

**Meeting Invitees:**
- **Board Members:**
  - Sarah Carsello
  - Anastasia Martin
  - Stephanie Snidarich
  - Barbara Bridges
  - Terri Burnor
  - Debbie Ferm
  - Charlie Primeaux
  - Mary Derosier
  - Elissa Raffa, MNOHS Executive Director (ex officio)

**Other Invitees:**
- Topaz Torres

**Meeting Attendees:**
- Attending at the office: Sarah Carsello, Anastasia Martin, Mary Derosier
- Attending online: Elissa Raffa, Topaz Torres, Stephanie Snidarich, Debbie Ferm

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

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**MEETING PURPOSE**

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

**AGENDA**

<table>
<thead>
<tr>
<th>NAME</th>
<th>MINUTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:13 PM Call to Order</td>
<td>Anastasia</td>
</tr>
<tr>
<td>7:14 PM Welcome, Mission Statement, and Check-In</td>
<td>All</td>
</tr>
<tr>
<td>7:15 PM Conflict of Interest</td>
<td>Anastasia</td>
</tr>
<tr>
<td>7:18 PM Consent Agenda</td>
<td>Anastasia/All</td>
</tr>
<tr>
<td>7:16 PM Public Comment</td>
<td>Anastasia</td>
</tr>
<tr>
<td>7:17 PM School Spotlight</td>
<td>Elissa</td>
</tr>
</tbody>
</table>

**Minutes**

- Call the meeting to order.
- Reading of the MNOHS School Mission Statement
- Sharing roundtable of person and business bests
- No conflicts of interest reported.
- Consent Agenda [All] (voting item)
  - January 2020 Meeting Agenda
  - December 2019 Minutes
  - BerganKDV Management Report and Financial Statements (December 2019)

Sarah moved to accept the consent agenda and Debbie seconded; motion passed with 5 votes in favor and 0 against.

- No community concerns.
- Student spotlight shared from counselor’s story on a student that is earning MNOHS course credit volunteering at a kindergarten and is working hard to stay on track with her graduation and post-secondary plans.
## AGENDA

### 7:20 PM
**Approve the appointment of community member Board applicant – Topaz Torres**

**NAME:** Anastasia

- Self-introduction and board member interest introduction presented by Topaz Torres.

Sarah made a motion to approve the appointment of Topaz Torres as a community board member and Debbie seconded; motion passed with 5 votes in favor and 0 against.

### 7:25 PM
**Board Goals Discussion & Action Items**

**NAME:** Anastasia/All

- Board Brief for February – Board Bio on the new board member, Topaz Torres. Anastasia will write in partnership with Topaz.
- Charter Day at the Capitol will be March 4th. Request was asked of all board members to consider attending and sharing charter school values to state legislators.
- Board Training – most all MNOHS board members have completed the MNOHS board training. There are additional board training opportunities available through MACS in February.

### 7:33 PM
**Executive Director Report & Discussion**

**NAME:** Elissa

- Three applications have been submitted to MDE:
  - Project-based learning site
  - Work-based learning program
  - Health Occupations program
- Application to renew AmeriCorps Promise fellow has been submitted.
- Application to Headstrong Accelerator Program has been submitted for the app that is being developed.
- Quarter 2 grades are due tonight; Quarter 3 starts on Monday, February 3rd.
- The ADSIS mid-year report has been submitted to MDE.
- The Support Our Students (SOS) annual report is due February 1st and is in progress for submission to MDE.
- Susan Crowne exchange application (Youth Voice in the Digital Age) is in progress and will be submitted in February.
- AT&T Aspire Accelerator application has been submitted.
- MDE Social-Emotional Learning (SEL) Communities of Practice application will be submitted in February.
- Information is being prepared and sent out to students on why they should register for the ACT and how they can register for the ACT. Information will be sent out in February.

### 7:48 pm
**Open Meeting Law Training & Updates**

**NAME:** Anastasia

- Group activity on Open Meeting Law. Points of the law presented:
  - All members must be able to see and hear each other.
  - All members of the public present at the meeting must be able to see and hear discussion and votes.
  - There must be at least one board member physically present at the meeting location; all members are not required to be present.
  - Each location where a board member is present must be open and accessible to the public.
  - Active military service excuses a board member from physical presence at a regular meeting.
<table>
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<tr>
<th>AGENDA</th>
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</table>
| 8:10 PM  
Board Training – Parliamentary Procedure – Part 4 | Sarah | - Board members can attend up to three board meetings in any calendar year via interactive television.  
- Minutes must reflect board members names and reasons for attending via interactive television.  
Sarah presented description and uses of eight incidental motions that apply to the method of transacting business. |
| 8:26 PM  
Adjournment | Anastasia | - Next board meeting is February 25, 2020 at 7:00 pm.  
Sarah moved to adjourn the board meeting, Mary seconded; motion passed with 5 votes in favor and 0 against. Meeting adjourned at 8:28 pm. |

<table>
<thead>
<tr>
<th>ACTION ITEMS</th>
<th>DATE DUE</th>
<th>ASSIGNED</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>February Board Brief</td>
<td>Feb 6th</td>
<td>Anastasia and Topaz</td>
<td>Will work together to write a bio for the MNOHS Board Brief and a bio for the MNOHS website.</td>
</tr>
<tr>
<td>Charter Day at the Capitol</td>
<td>Feb 28th</td>
<td>All</td>
<td>Contact Anastasia if interested in attending the Charter Day at the Capitol.</td>
</tr>
</tbody>
</table>
Board Meeting Minutes

Date / Time: 2/25/2020 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
Anastasia Martin
Stephanie Snidarich
Barbara Bridges
Terri Burnor
Debbie Ferm
Charlie Primeaux
Mary Derosier
Topaz Torres
Elissa Raffa, MNOHS Executive Director (ex officio)

Other Invitees:
NA

Meeting Attendees:
Attending at the office: Sarah Carsello, Anastasia Martin, Topaz Torres, Terri Burnor, Mary Derosier
Attending online: Elissa Raffa, Stephanie Snidarich, Debbie Ferm, Charlie Primeaux

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

<table>
<thead>
<tr>
<th>AGENDA</th>
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<tbody>
<tr>
<td>7:02 PM Call to Order</td>
<td>Anastasia</td>
<td>• Call the meeting to order.</td>
</tr>
</tbody>
</table>
| 7:02 PM Welcome, Mission Statement, and Check-In | All | • Reading of the MNOHS School Mission Statement  
|                                |                  | • Sharing roundtable of person and business bests                      |
| 7:20 PM Conflict of Interest  | Anastasia        | • No conflicts of interest reported.                                     |
| 7:18 PM Consent Agenda        | Anastasia/All    | • Consent Agenda [All] (voting item)  
|                                |                  | • February 2020 Meeting Agenda                                          
|                                |                  | • January 2020 Minutes                                                 |
|                                |                  | • BerganKDV Management Report and Financial Statements (January 2020) |

Sarah moved to accept the consent agenda and Stephanie seconded; motion passed with 8 votes in favor and 0 against.

<p>| 7:22 PM Public Comment        | Anastasia        | • No community concerns.                                               |
| 7:23 PM School Spotlight      | Elissa           | • Elissa shared a MNOHS parent story about her son’s MNOHS success story and support from counselor. |
| 7:27 PM Board Goals Discussion &amp; Action Items | Anastasia/All | • Board Brief for March – Summary on Charter Day at the Capitol. Brief article assignment will be based on board attendance at the event. |</p>
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</table>
|        |      | • Charter Day at the Capitol will be March 4th. MACS requested MNOHS to ensure students, families, and board members who live in District 64A to attend and speak to the Rep. Kaohly Her. We are limited to bringing 5 individuals along.  
• Board Survey (self-evaluation) and Executive Director Survey (evaluation on Executive Director role sent out to all faculty, staff, and school board members) – SurveyMonkey survey links to be sent out in March. |
| 7:38   | Elissa | • Quarterly Monitoring Cycle 2019-2020 Report  
  • Quarter 2 course completion rate = +17.3%  
  • At 54.91% for school year course completion rates  
  • Quarter 3 enrollments projected at +18.9%. Not certain why/how the surge occurred. Elissa will research and report back to the board.  
  • Planning to not advertise for Quarter 4  
  • Quarter 1 enrollment was at 1128 and Quarter 3 enrollments are projected at 1694.  
  • Focus on efforts to get students to stay enrolled for the following school year (versus additional enrollments in Q4).  
  • Projected quarterly enrollment annual total of growth = 6.2%  
  • Projected ADM is 197.87 and projected fund balance is at 24%  
  • Projected budget deficit – Dec 2019 = ($125,715) and Jan 2020 = ($84,188) |
| 8:01 pm| Elissa | • Talent Squad “Life Portfolio” App presentation  
  • Talent Check and Academic Check design prototypes have been completed. The Academic Check displays progress toward student graduation. Credits update quarterly after grades are posted. The Talent Check displays competency development through a colored pie, that show different tokens. Students get tokens by: Completing courses with 75% or better (courses have system tags); Submitting request (or peer offers) for a token and a MNOHS adult approves; and MNOHS adult offers and student accepts token.  
  • App prototypes have been demoed to Minnesota Department of Education and IMS Global.  
  • Request to approve one-time expenditure of $45,000 to Smashing Boxes for the development of a working prototype of the Academic Check tool.  
  • MNOHS has intellectual property (IP) rights documented through contract with app development company. Requiring non-disclosure agreements from individuals that see demo of the app. Elissa will speak further with our attorney and/or seek to hire different counsel for assistance with IP.  
  • No immediate work in progress on accessibility on app for vision impaired users. Elissa will work with developers on finding solutions for accessibility. |
<table>
<thead>
<tr>
<th>AGENDA</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Sarah</td>
<td>Sarah moved to approve one-time expenditure of $45,000 to Smashing Boxes for the development of a working prototype of the Academic Check Tool and Stephanie seconded; motion passed with 6 votes in favor, 0 against, 2 abstained.</td>
</tr>
<tr>
<td>8:30 PM</td>
<td>Sarah</td>
<td>Sarah presented description and uses of two additional motions and special problems pertaining to Parliamentary Procedures.</td>
</tr>
<tr>
<td>Board Training – Parliamentary Procedure – Part 5</td>
<td>Sarah</td>
<td>MNOHS Board will create a workgroup to review and revise the MNOHS Board Bylaws as needed.</td>
</tr>
<tr>
<td>8:26 PM</td>
<td>Anastasia</td>
<td>• Next board meeting is March 24, 2020 at 7:00 pm.</td>
</tr>
<tr>
<td>Adjournment</td>
<td>Anastasia</td>
<td>Terri moved to adjourn the board meeting, Sarah seconded; motion passed with 8 votes in favor and 0 against. Meeting adjourned at 8:52 pm.</td>
</tr>
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</table>

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<tr>
<th>ACTION ITEMS</th>
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<tbody>
<tr>
<td>March Board Brief</td>
<td>March 6th</td>
<td>Anastasia</td>
<td>Anastasia will work with the MNOHS Board Member(s) that attend Charter Day at the Capitol to assist with writing the Board Brief.</td>
</tr>
<tr>
<td>Charter Day at the Capitol</td>
<td>Feb 28th</td>
<td>All</td>
<td>Contact Anastasia if interested in attending the Charter Day at the Capitol.</td>
</tr>
<tr>
<td>Enrollment Surge</td>
<td>March 24th</td>
<td>Elissa</td>
<td>Elissa will research why/how enrollment increased to the extent for Quarter 3.</td>
</tr>
<tr>
<td>Life Portfolio App</td>
<td>NA</td>
<td>Elissa</td>
<td>Elissa will speak further with our attorney and/or seek to hire different counsel for assistance with IP. Elissa will work with developers on finding solutions for accessibility.</td>
</tr>
</tbody>
</table>

February 2020 - MNOHS_Board_Meeting_Minutes2/25/2020 Page 3 of 3
Board Meeting Minutes

Date / Time: 3/24/2020  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  
Anastasia Martin  
Stephanie Snidarich  
Barbara Bridges  
Terri Burnor  
Debbie Ferm  
Charlie Primeaux  
Mary Derosier  
Topaz Torres  
Elissa Raffa, MNOHS Executive Director (ex officio)

Other Invitees:  NA

Meeting Attendees:  Attending online: Elissa Raffa, Charlie Primeaux, Sarah Carsello, 
Debbie Ferm, Mary Derosier Terri Burnor, Topaz Torres, Barbara Bridges, and Anastasia Martin

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

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<tr>
<th>AGENDA</th>
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</table>
| 7:03 PM Call to Order  | Anastasia    | • Meeting held online only for this board meeting.  
• Call the meeting to order.                                                                                                      |
| 7:04 PM Welcome, Mission Statement, and Check-In | All       | • Reading of the MNOHS School Mission Statement  
• Sharing roundtable of person and business bests                                                                                   |
| 7:23 PM Conflict of Interest | Anastasia  | • No conflicts of interest reported.                                                                                                 |
| 7:24 PM Consent Agenda  | Anastasia/All | • March 2020 Meeting Agenda  
• February 2020 Minutes  
• BerganKDV Management Report and Financial Statements (February 2020)                                                                 |
Sarah moved to accept the consent agenda and Debbie seconded; motion passed with 8 votes in favor and 0 against.
| 7:25 PM Public Comment | Anastasia    | • No community concerns.                                                                                                               |
| 7:25 PM School Spotlight | Elissa      | • Elissa shared information on the communities that MNOHS is involved with daily and updates on collaboration efforts with each group considering the temporary and possible permanent closure of schools due to COVID-19:  
  • Pillsbury United Communities – Charter Authorizer  
  • MN Department of Education – Approves MNOHS as an Online Program                                                        |
<table>
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<tr>
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<tbody>
<tr>
<td>7:35</td>
<td></td>
<td><strong>COVID-19</strong></td>
</tr>
</tbody>
</table>
| Executive    | Elissa | State-mandated COVID-19 planning break March 18-27  
• Time is used to check in with students/families and staff about how their needs are changing  
• Organize MNOHS to meet those needs  
• No teaching is allowed during the planning break but have invited and actively spending time to connect with students online  
Actions to date:  
• MNOHS office is closed  
• Surveyed all parents/guardians and calls to students to check in and see how everyone is doing  
• Considering hiring teaching assistance (continue pursuing hiring with COVID-19 events)  
• Review of school procedures and communication of changes to the families  
• Providing online education advice to many external groups and organizations  
Actions to do:  
• Written plan about how MNOHS will provide equitable distance education. Plan is due Friday, March 27, 2020  
• Respond to families’ statements of need and requests for help  
• Train newly hired teaching assistants  
• Plan for possible medical or family leave and analyze cost  
• Communicate with Q4 incoming families  
• Make decisions about holding graduation and face-to-face faculty day  
Projected SY2021 Revenues  
• 2% increase in state funding for education  
• Possible 3% enrollment growth  
• ADSIS money starts flowing ($70,000/year)  
• Title IV Federal Grants ending (-$10,000)  
Projected SY2021 Expenses  
• 1.5%-2% salary increases (COLA)  
• 0%-4% increases from vendors  
• -$30,000 one-time spending on the app built into budget, likely not repeated  
• Contingency budget for FT staff who have declined medical benefits  
Fund Balance Projections  
• 24% at the end of the current year (FY20)  
  • Each year MNOHS’ goal is to be at or above a 20% fund balance  
• Remain stable under a balanced budget  
• Board to vote on the budget at the May 2020 meeting |
### AGENDA

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</table>
|      | School Action Items  
|      | • Develop a substitute teacher program |

| 7:54 PM | Board Training & Discussion Items | Anastasia/All | Why does the board vote on the budget assumptions, SY2021 budget preview, and the calendar when not involved in school operations?  
• MNOHS Board has the fiduciary responsibility of the school to provide checks and balances. The board provides high level strategy and alignment to the school mission and vision.  
Reviewed MNOHS Facility Neutrality and Equal Access Policy – ensures “equal access” to its facilities for use by community groups, designated youth groups, and as required by other applicable statutes, rules, regulations, and case law. |

| 8:30 PM | Approve SY2021 Calendar | All | SY2020-2021 School Calendar Review  
• Continue to allow students more time to drop than in SY19 and before (end of third course week)  
• 180 instructional days/ 45 days per quarter  
Sarah moved to accept the 2020-2021 MNOHS School Year calendar and Debbie seconded; motion passed with 8 votes in favor and 0 against. |

| 8:35 PM | Board Goals Discussion & Action Items | All | Board Briefs (need volunteers)  
• Discussed ideas for future board briefs (new board member spotlights, community board member perspectives, etc.)  
• Self-evaluation survey results discussion  
• Only 4 responses have been submitted to date.  
• Board agreed to allow more time to submit responses for more comprehensive picture of board evaluation. |

| 8:41 PM | Adjournment | Anastasia | Next board meeting is April 28, 2020 at 7:00 pm.  
Will follow advice from health officials and the governor as to whether to host the meeting 100% online/virtual. Information will be sent out to the board prior to the April meeting.  
Terri moved to adjourn the board meeting, Debbie seconded; motion passed with 8 votes in favor and 0 against. Meeting adjourned at 8:52 pm. |

### ACTION ITEMS

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<tr>
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<th>DATE DUE</th>
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<th>Comments</th>
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<tbody>
<tr>
<td>April Board Brief</td>
<td>April 7th</td>
<td>Mary</td>
<td>Mary will write a feature on herself for the April MNOHS Board Brief</td>
</tr>
<tr>
<td>May Board Brief</td>
<td>May 7th</td>
<td>Charlie</td>
<td>Charlie will be featured in the May MNOHS Board Brief</td>
</tr>
<tr>
<td>Policy Review</td>
<td>Ongoing</td>
<td>Elissa</td>
<td>Coordinate meeting with Sarah, Debbie, and Charlie to review policies that need to be reviewed this year and develop an approach to completing reviews and presenting information to board (at board meetings and in board training).</td>
</tr>
</tbody>
</table>
Board Meeting Minutes

Date / Time: 4/28/2020  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
Anastasia Martin
Stephanie Snidarich
Barbara Bridges
Terri Burnor
Debbie Ferm
Charlie Primeaux
Mary Derosier
Topaz Torres
Elissa Raffa, MNOHS Executive Director (ex officio)

Other Invitees: NA

Meeting Attendees: Attending online: Elissa Raffa, Charlie Primeaux, Sarah Carsello, Mary Derosier, Topaz Torres, Stephanie Snidarich, Terri Burnor, and Anastasia Martin

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

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<td>Anastasia</td>
<td>• Meeting held online only for this board meeting.</td>
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<td></td>
<td></td>
<td>• Call the meeting to order.</td>
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<tr>
<td>7:03 PM Welcome, Mission Statement, and Check-In</td>
<td>All</td>
<td>• Reading of the MNOHS School Mission Statement</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Sharing roundtable of COVID-19 check-ins.</td>
</tr>
<tr>
<td>7:16 PM Conflict of Interest</td>
<td>Anastasia</td>
<td>• No conflicts of interest reported.</td>
</tr>
<tr>
<td>7:17 PM Consent Agenda</td>
<td>Anastasia/All</td>
<td>• April 2020 Meeting Agenda</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• March 2020 Minutes</td>
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<td></td>
<td></td>
<td>• BerganKDV Management Report and Financial Statements (March 2020)</td>
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<tr>
<td></td>
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<td>• Approve hiring of assistant teachers: Miriam Rogers (language arts), Andrea Touhey (math), Paula Williams (social studies)</td>
</tr>
</tbody>
</table>

Sarah moved to accept the consent agenda and Stephanie seconded; motion passed with 6 votes in favor and 0 against.
Charlie Primeaux – Yay
Topaz Torres – Yay
Mary Derosier – Yay
Stephanie Snidarich – Yay
Sarah Carsello - Yay
Anastasia Martin - Yay
Terri Burnor – Not present during vote
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<td>7:20 PM Public Comment</td>
<td>Anastasia</td>
<td>• No community concerns.</td>
</tr>
<tr>
<td>7:21 PM School Spotlight</td>
<td>Elissa</td>
<td>• Elissa shared a story about Mike Tempel providing a student a computer for school work that was experiencing a personal situation.</td>
</tr>
<tr>
<td>7:23 Board Goals Training, Discussion &amp;</td>
<td>Anastasia/All</td>
<td>Board elections at MNOHS review:</td>
</tr>
<tr>
<td>Action Items</td>
<td></td>
<td>• Each household has one vote</td>
</tr>
<tr>
<td>• Training: Elections @ MNOHS</td>
<td></td>
<td>• “MNOHS household” includes households of students, board members, and employees</td>
</tr>
<tr>
<td>• Board Briefs (May – bio?)</td>
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<td>• MNOHS elections have always been online (with some years of mail in votes)</td>
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<tr>
<td>• Self-evaluation survey results</td>
<td></td>
<td>• MNOHS elections take place over the course of a week</td>
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<tr>
<td>discussion</td>
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<td>• MNOHS Election information is emailed to households (not mailed)</td>
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<td>• MNOHS Board members are allowed to be elected for more than 2 consecutive terms</td>
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<td></td>
<td>• There are four open board member seats for terms starting July 1, 2020 (2 community, 1 teacher, 1 parent).</td>
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<td>Board Briefs:</td>
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<tr>
<td></td>
<td></td>
<td>• Sarah and Charlie are putting together for the May Parent Newsletter</td>
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<tr>
<td></td>
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<td>Board Self-Evaluation Results</td>
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<tr>
<td></td>
<td></td>
<td>• Board discussed opportunities and board development needs</td>
</tr>
<tr>
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<td></td>
<td>Training Opportunities</td>
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<tr>
<td></td>
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<td>• MDE has made a free, online board training course. Anastasia will sign up all board members for the course.</td>
</tr>
<tr>
<td>8:07 PM Executive Director Report &amp;</td>
<td>Elissa</td>
<td>• Quarter 3, 2019-2020 Academic Goal +2.1% Enrollments (from 54.4% to 55.5%)</td>
</tr>
<tr>
<td>Discussion</td>
<td></td>
<td>• Quarter 3, 2019-2020 Non-Academic Financial Goal: +17.8% Enrollments</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Quarter 4, 2019-2020 Non-Academic Financial Goal: projected at +10% Enrollments</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Received MDE Social Emotional Learning (SEL) communities of Practice Grant: $37,000 over 2 years. MNOHS will plan to hire a part-time teacher to teach social studies and Anastasia will be the SEL lead/organizer.</td>
</tr>
<tr>
<td>8:20 PM FY21 Budget Planning Discussion</td>
<td>Elissa</td>
<td>• FY20 – Depending on what MN Legislature does, proposing redistributing unspent benefits from contingency budget (~14k) to full-time employees, and set aside all unspent funds earmarked for one-time projects.</td>
</tr>
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<td>• Fund balance is likely to be at 24% at the end of the current FY20 year</td>
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<td>• Expense budget planning budgeted at 0-4% for vendor payment increases, 1-2% COLA increases with potential to reduce to 0-1%.</td>
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<td></td>
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<td>• Not expecting to need to include $30,000 one-time spend on app development in budget</td>
</tr>
</tbody>
</table>
# AGENDA

<table>
<thead>
<tr>
<th>Name</th>
<th>Minutes</th>
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</table>
|      | • Revenue expected to be at 0-1% from state funding for education  
|      | • Building budget revenue on 0% enrollment growth  
|      | • No longer receiving $10,000 for Title IV Federal Grants  
|      | • ADSIS delayed revenue will initiate and increase revenue ($70,000/year)  
|      | • SY2019 – Enrollment Growth=17.3%  
|      | • SY2020 – Enrollment Growth projected at 7.9%  |

| 8:35 PM | Strategic Planning & Article Discussion | Elissa/All | • Reviewed preparing, predicting fundamental uncertainties impacted by the post-COVID-19 era. Reviewed potential future scenarios.  
|         |                                           |           | • Read and engaged in conversation on the paper – “The world remade by COVID-19, Scenarios for resilient leaders | 3-5 years” |

| 9:10 PM | Adjournment | Anastasia | • Next board meeting is May 19, 2020 at 7:00 pm.  
|         |             |           | • Annual Meeting & Board Election on June 23rd  
|         |             |           | • Will follow advice from health officials and the governor as to whether to host the meeting 100% online/virtual. Information will be sent out to the board prior to the April meeting.  
|         |             |           | Terri moved to adjourn the board meeting, Charlie seconded; motion passed with 7 votes in favor and 0 against. Meeting adjourned at 9:35 pm.  
|         |             |           | Charlie Primeaux – Yay  
|         |             |           | Topaz Torres – Yay  
|         |             |           | Mary Derosier – Yay  
|         |             |           | Stephanie Snidarich – Yay  
|         |             |           | Sarah Carsello - Yay  
|         |             |           | Terri Burnor – Yay  
|         |             |           | Anastasia Martin - Yay |

## ACTION ITEMS

<table>
<thead>
<tr>
<th>Date Due</th>
<th>Assigned</th>
<th>Comments</th>
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</thead>
</table>
| May 7th  | Charlie/Sarah | Charlie will be featured in the May MNOHS Board Brief  
| Ongoing  | Elissa | Coordinate meeting with Sarah, Debbie, and Charlie to review policies that need to be reviewed this year and develop an approach to completing reviews and presenting information to board (at board meetings and in board training).  
|          |          | Update: Elissa will resume coordination; requested additional volunteers |
**Board Meeting Minutes**

**Date / Time:** 5/19/2020  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
  - Anastasia Martin
  - Stephanie Snidarich
  - Barbara Bridges
  - Terri Burnor
  - Debbie Ferm
  - Charlie Primeaux
  - Mary Derosier
  - Topaz Torres
  - Elissa Raffa, MNOHS Executive Director (ex officio)

**Other Invitees:**
- NA

**Meeting Attendees:**
- Attending online: Elissa Raffa, Sarah Carsello, Mary Derosier, Stephanie Snidarich, Terri Burnor, Debbie Ferm, Topaz Torres, and Anastasia Martin

**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

---

<table>
<thead>
<tr>
<th>AGENDA</th>
<th>NAME</th>
<th>MINUTES</th>
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</thead>
</table>
| 7:05 PM Call to Order | Anastasia | - Meeting held online only for this board meeting.  
- Call the meeting to order. |
| 7:06 PM Welcome, Mission Statement, and Check-In | All | - Reading of the MNOHS School Mission Statement  
- Sharing roundtable of personal and business bests |
| 7:22 PM Conflict of Interest | Anastasia | - No conflicts of interest reported. |
| 7:23 PM Consent Agenda | Anastasia/All | - May 2020 Meeting Agenda  
- April 2020 Minutes  
- BerganKDV Management Report and Financial Statements (April 2020)

Debbie moved to accept the consent agenda and Terri seconded; motion passed with 8 votes in favor and 0 against.

Roll Call Vote:
- Topaz Torres – Yay
- Mary Derosier – Yay
- Stephanie Snidarich – Yay
- Sarah Carsello – Yay
- Anastasia Martin – Yay
- Terri Burnor – Yay
- Debbie Ferm – Yay
- Barbara Bridges – Yay
### AGENDA

<table>
<thead>
<tr>
<th>Time</th>
<th>Item</th>
<th>Name</th>
<th>Minutes</th>
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<tbody>
<tr>
<td>7:25 PM</td>
<td>Public Comment</td>
<td>Anastasia</td>
<td>• No community concerns.</td>
</tr>
<tr>
<td>7:26 PM</td>
<td>School Spotlight</td>
<td>Elissa</td>
<td>• Elissa shared a personal story about health and wellness from a student answering the question “What is the best thing that has happened to you? Explain.”</td>
</tr>
<tr>
<td>7:29</td>
<td>Annual Meeting</td>
<td>Anastasia/All</td>
<td>Board elections at MNOHS review:</td>
</tr>
<tr>
<td></td>
<td>• Elections Results</td>
<td></td>
<td>• 57 votes received – all three candidates received results</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>• Mary Derosier – 3 year term</td>
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<td></td>
<td></td>
<td>• Debbie Ferm – 3 year term</td>
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<td></td>
<td></td>
<td>• Topaz Torres – 1 year term</td>
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<td></td>
<td>• Highest votes recorded, historically</td>
</tr>
<tr>
<td>7:35 PM</td>
<td>Executive Director Report &amp; Discussion</td>
<td>Elissa</td>
<td>• Quarter 4, 2019-2020 Non-Academic Goal +11.2% Enrollments</td>
</tr>
<tr>
<td></td>
<td>• Academic Goals</td>
<td></td>
<td>• Academic Goal: SY2020 Annual growth of comprehensive enrollments compared to ADM</td>
</tr>
<tr>
<td></td>
<td>• Non-Academic Goals</td>
<td></td>
<td>• Comp Enrollment Growth=7.7%</td>
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<td></td>
<td>• ADM Growth=12.7%</td>
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<td>• Growth indicators compared to previous years’ growth demonstrate more student retention which has a long term impact on student success</td>
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<td>• Lessons learned: greater value and success in student retention vs. student enrollment</td>
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<td>• Google Ad marketing has added to increased enrollments, but word of mouth referrals may be better for helping prospective students what to expect. An auto-scored “Are you ready for MNOHS?” questionnaire on the MNOHS website helps to close the gap in terms of helping prospective families make informed choices.</td>
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<tr>
<td></td>
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<td></td>
<td>• Early indicators:</td>
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<tr>
<td></td>
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<td></td>
<td>• Summer enrollments through 5/18/2019 = 19</td>
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<td>• Summer enrollments through 5/18/2020 = 24</td>
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<td></td>
<td>• Fall waiting list/interest through 5/18/2019 = 14</td>
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<tr>
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<td></td>
<td></td>
<td>• Fall waiting list/interest through 5/18/2020 = 33</td>
</tr>
<tr>
<td>7:56 PM</td>
<td>Approve FY 2021 Budget</td>
<td>Elissa</td>
<td>• SY2019-2020:</td>
</tr>
<tr>
<td></td>
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<td>• Average Daily Membership is currently projected at 206.26 (Enrollment totals by state pupil unit weighting category;Total number of students Grades 7-12)</td>
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<td>• ADSIS revenue = $65,000 delayed by one year</td>
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<td>• App development expense ($53,000) and Project expense ($46,000), expected to spend down the fund balance, were in fact covered by unexpectedly high enrollments in Q3 and Q4.</td>
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<td>• Board requested to vote on SY2020-20221 Budget:</td>
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<tr>
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<td></td>
<td>• 0.0% growth projected</td>
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<td>• 2.0% inflation rate from MN State Legislature</td>
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<td></td>
<td>• 2.0% increase in salaries</td>
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<td>• 8.0% benefit expense increase assumption</td>
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<td>• 3.0% inflation rates assumed from vendors</td>
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<tr>
<td>AGENDA</td>
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<tr>
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<td>• Adding 1.75 Special Education teachers +0.75 General Education teachers + $10,000 additional for course development (total $58,125 + benefits)</td>
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<td>• Proposed annual surplus = $15,779</td>
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<td>• Total fund balance % of Annual Total Expenditures = 25.6% ($665,357)</td>
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<td>• Expenditures = $2,600,834</td>
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<td>• Planning Staffing Changes</td>
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<td>• Two full-time new Special Education Hires (net +1.75 FTE)</td>
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<td>• General Education/staff new hire (net +0.5 FTE)</td>
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<td>• Modify Special Education teacher 1.0 FTE role</td>
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<td>o From: 0.75 Special Education Case manager + 0.25 outreach and family coordinator</td>
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<td>o To: 0.75 Special Education instructional design +0.25 outreach and family coordinator</td>
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<td></td>
<td>• Modify Special Education teacher 1.0 FTE role</td>
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<td>o From: 1.0 FTE teacher case load</td>
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<td>o To: 0.5 Special Education case manager + 0.25 Special Education Work Based Learning Coordinator + 0.25 General Education Work Based Learning</td>
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<td>Stephanie moved to Accept to Approve the FY21 Budget and Debbie seconded; motion passed with 8 votes in favor and 0 against.</td>
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</tbody>
</table>
|                                            |               | Roll Call Vote:                                                                                                           Topaz Torres – Yay  
|                                            |               |   Mary Derosier – Yay                                                                                                           
|                                            |               |   Stephanie Snidarich – Yay                                                                                                          
|                                            |               |   Sarah Carsello – Yay                                                                                                             
|                                            |               |   Anastasia Martin – Yay                                                                                                            
|                                            |               |   Terri Burnor – Yay                                                                                                                 
|                                            |               |   Debbie Ferm – Yay                                                                                                                  
|                                            |               |   Barbara Bridges – Yay                                                                                                              |
| 8:31 PM                                    | Anastasia/All | MNOHS Grading Policy for COVID-19 Plan Q3 & Q4                                                                                                    |
| Board Goals Training, Discussion & Action  |               |   • Grading Scale for all student types will be treated and fall under the Extenuating Circumstances grading scale = A/B/Pass/No Credit (“C” by request)     |
| Items                                      |               |     o General Education students                                                                                                                                                                     |
|                                            |               |     o General Education students with 504 Plan                                                                               |
|                                            |               |     o Special Education Students                                                                                                                                                                     |
|                                            |               |     o Extenuating Circumstances (ex: house fire, homelessness, etc.)                                                            |
|                                            |               | Executive Director Evaluation Report                                                                                                   |
|                                            |               |   • Elissa, Sarah, Stephanie, and Anastasia met on 5/17/2020 to debrief evaluation results. There were no significant concerns reported through the evaluations; |

**May 2020** - **MNOHS Board Meeting Minutes 5/19/2020**  
Page 3 of 4
significant amount of positive remarks; developmental opportunities were presented in written feedback and discussed. Only 15 responses total.

Officer Positions to consider for SY2021
- President, Secretary, Treasurer (one year term each)
- Present questions on board officer roles to current President, Secretary, Treasurer
- Nominations will be submitted at the June 2020 MNOHS board meeting

8:56 PM
Adjournment

Anastasia
- MNOHS Class of 2020 Graduation will be on June 13, 2020 at 11:00 am via Zoom
- Next board meeting is June 23, 2020 at 7:00 pm.
- Will follow advice from health officials and the governor as to whether to host the meeting 100% online/virtual. Information will be sent out to the board prior to the April meeting.

Terri moved to adjourn the board meeting, Stephanie seconded; motion passed with 8 votes in favor and 0 against. Meeting adjourned at 8:56 pm.

Roll Call Vote:
- Topaz Torres – Yay
- Mary Derosier – Yay
- Stephanie Snidarich – Yay
- Sarah Carsello – Yay
- Anastasia Martin – Yay
- Terri Burnor – Yay
- Debbie Ferm – Yay
- Barbara Bridges – Yay

**ACTION ITEMS**

<table>
<thead>
<tr>
<th>ACTION ITEMS</th>
<th>DATE DUE</th>
<th>ASSIGNED</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy Review</td>
<td>Ongoing</td>
<td>Elissa</td>
<td>Coordinate meeting with Sarah, Debbie, and Charlie to review policies that need to be reviewed this year and develop an approach to completing reviews and presenting information to board (at board meetings and in board training). Update: Elissa will resume coordination; requested additional volunteers</td>
</tr>
</tbody>
</table>
# Board Meeting Minutes

**Date / Time:** 6/23/2020  7:00 p.m.  
**Meetings:** Regular meeting of the MNOHS Board  
**Meeting Minute Locations:** [https://www.mnohs.org/board-of-directors](https://www.mnohs.org/board-of-directors)

**Meeting Invitees:**  
Board Members:  
Sarah Carsello  
Anastasia Martin  
Stephanie Snidarich  
Barbara Bridges  
Terri Burnor  
Debbie Ferm  
Charlie Primeaux  
Mary Derosier  
Topaz Torres  
Elissa Raffa, MNOHS Executive Director (ex officio)

Other Invitees: NA

**Meeting Attendees:** Attending online: Elissa Raffa, Sarah Carsello, Mary Derosier, Stephanie Snidarich, Topaz Torres, Charlie Primeaux, Terri Burnor, and Anastasia Martin

**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

<table>
<thead>
<tr>
<th>AGENDA</th>
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</thead>
</table>
| 7:00 PM Call to Order         | Anastasia  | • Meeting held “online only” for this board meeting.  
                               |            | • Call the meeting to order.                                            |
| 7:01 PM Welcome, Mission      | All        | • Reading of the MNOHS School Mission Statement  
                               | Statement, and Check-In  | • Sharing roundtable of personal and business bests                     |
| 7:12 PM Conflict of Interest  | Anastasia  | • No conflicts of interest reported.                                     |
| 7:24 PM Consent Agenda        | Anastasia/All| • June 2020 Meeting Agenda  
                               |                      | • May 2020 Minutes  
                               |                      | • BerganKDV Management Report and Financial Statements (May 2020)  
                               |                      | • Approve updated Inactive Interim Executive Director job description  
                               |                      | • Approve updated Executive Director job description  
                               |                      | • Approve small edits to Enrollment Policy  
                               |                      | • Renewal of MNOHS membership with the Minnesota State High School League for SY2020 with designated Board contact Debbie Ferm.  
                               |                      | • Designation of Carina Abate-Wright, contracted through Indigo Education, as MNOHS part-time Director of Special Education  
<pre><code>                           |                      | • Reconfirmation of Elissa as Identified Official with Authority (IOwA) -- Reconfirm Elissa Raffa, Executive Director |
</code></pre>
<table>
<thead>
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</table>
|        |      | • (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.”  
• Designation of Elissa Raffa as the Authorized Representative for all Title Grant programs.  
• Resolution: Delegation of Authority to Make Electronic Funds Transfers to the Executive Director (Elissa Raffa) and to the Financial Manager (Brenda Kes) at BerganKDV. Electronic Funds Transfers can be made for: investment of excess funds or the transfer of funds between school’s accounts; payment of employee payroll direct deposits; payment of federal, state, and unemployment taxes (deductions and/or benefits); payment of contributions to the Teachers Retirement Association (TRA) and to the Public Employee Retirement Association (PERA) (deductions and benefits); payment of other payroll related deductions and benefits (when appropriate); monthly building lease payments; monthly payment of credit or purchase card charges; vendor payments (when appropriate); other payments as approved by the board of directors  
Debbie moved to accept the consent agenda and Mary seconded; motion failed with 6 votes in favor, 1 against, and 1 abstained.  
Roll Call Vote:  
Topaz Torres– Yay  
Mary Derosier – Yay  
Stephanie Snidarich – Yay  
Sarah Carsello - Nay  
Anastasia Martin - Yay  
Terri Burnor – Abstain  
Debbie Ferm – Yay  
Charlie Primeaux - Yay  
Consent agenda requires a unanimous approval to be accepted. These items were moved from the Consent agenda to the main agenda:  
• Approve updated Inactive Interim Executive Director job description  
• Approve updated Executive Director job description  
Updated consent agenda:  
• June 2020 Meeting Agenda  
• May 2020 Minutes  
• BerganKDV Management Report and Financial Statements (May 2020)  
• Approve small edits to Enrollment Policy |
### AGENDA

<table>
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</table>
|      | • Renewal of MNOHS membership with the Minnesota State High School League for SY2020 with designated Board contact Debbie Ferm.  
  • Designation of Carina Abate-Wright, contracted through Indigo Education, as MNOHS part-time Director of Special Education  
  • 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.”  
  • Designation of Elissa Raffa as the Authorized Representative for all Title Grant programs.  
  • Resolution: Delegation of Authority to Make Electronic Funds Transfers to the Executive Director (Elissa Raffa) and to the Financial Manager (Brenda Kes) at BerganKDV. Electronic Funds Transfers can be made for: investment of excess funds or the transfer of funds between school’s accounts; payment of employee payroll direct deposits; payment of federal, state, and unemployment taxes (deductions and/or benefits); payment of contributions to the Teachers Retirement Association (TRA) and to the Public Employee Retirement Association (PERA) (deductions and benefits); payment of other payroll related deductions and benefits (when appropriate); monthly building lease payments; monthly payment of credit or purchase card charges; vendor payments (when appropriate); other payments as approved by the board of directors. |

Sarah moved to accept the updated Consent agenda with the items “Approve updated Inactive Interim Executive Director job description” and “Approve updated Executive Director job description” removed and added to the main agenda and Charlie seconded; motion passed with 8 votes in favor and 0 against.

Roll Call Vote:  
Topaz Torres– Yay  
Mary Derosier – Yay  
Stephanie Snidarich – Yay  
Sarah Carsello - Yay  
Anastasia Martin - Yay  
Terri Burnor – Yay  
Debbie Ferm – Yay

**7:21 PM**  
**Public Comment**  
Anastasia  
• No community concerns.

**7:22 PM**  
**School Spotlight**  
Elissa  
• Elissa shared feedback from a parent who is impressed with MNOHS curriculum and how challenging it is for students.

**7:25 PM**

**Academic Goals Met:**
### AGENDA

**Executive Director Report & Discussion**
- Academic Goals
- Non-Academic Goals

### MINUTES

- The annual average academic course completion rate will not go below 50% and will make progress toward 60% over the course of the contract. Academic course enrollments are tallied after the officially posted MNOHS quarterly drop date. Course completions are tallied after the grading window closes at the end of each quarter.
  - Results for Quarter 4, 2019-2020: Increased from 53.7% to 60.62%
  - Results for Annual 2019-2020: Increased from 51.4% to 56.62%

- The percent of students in grades 9-10 meeting their fall-to-spring individual growth goals on the Performance Series Math test will not go below 45% and will make progress toward 55% over the course of SY2020 – 2021
  - Performance Series Gains Analysis – Math (Grades 9-10)
    - Cohort size:
      - 2018: 37
      - 2019: 32
      - 2020: 42
    - Cohort is the students in grades 9-10 enrolled in the Fall and in the Spring.
  - Performance Series Gains Analysis – Math (Grades 9-10)
    - % meeting target:
      - 2018: 45.45%
      - 2019: 50.00%
      - 2020: 52.17%

**Academic Goal Not Met:**

- The percent of students in grades 9-11 meeting their fall-to-spring individual growth goals on the Performance Series Reading test will not go below 50% and will make progress toward 60% over the course of SY2020 – 2021
  - Performance Series Gains Analysis – Reading (Grades 9-11)
    - Cohort size:
      - 2018: 74
      - 2019: 58
      - 2020: 75
    - Cohort is the students in grades 9-11 enrolled in the Fall and in the Spring.
  - Performance Series Gains Analysis – Reading (Grades 9-11)
    - % meeting target:
      - 2018: 64%
      - 2019: 60.61%
      - 2020: 35.71%

### 7:56 PM

**Approve FY 2020 Budget**
(Vote to approve closing out current year’s budget)

<table>
<thead>
<tr>
<th>Name</th>
<th>FY 2020 Working Budget:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elissa</td>
<td>Total Number of Students (ADM of Comprehensive): 202.86</td>
</tr>
<tr>
<td></td>
<td>Total Revenues: $2,787,256</td>
</tr>
<tr>
<td></td>
<td>Total Expenditures: $2,491,458</td>
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<td>Annual Surplus (Deficit): ($791)</td>
</tr>
<tr>
<td></td>
<td>Ending Fund Balance: $682,295 (27.4%)</td>
</tr>
</tbody>
</table>

June 2020 - MNOHS_Board_Meeting_Minutes 6/23/2020  Page 4 of 8
<table>
<thead>
<tr>
<th>AGENDA</th>
<th>NAME</th>
<th>MINUTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:11 PM Approve redistribution of up to</td>
<td>Elissa</td>
<td>The amount unspent was $14,000; additional $2,000 will be to cover potential tax expenses if employees aren’t able to move into their Health Savings Account. Redistribution of funds will occur immediately (on July 15&lt;sup&gt;th&lt;/sup&gt; paycheck). Stephanie made a motion to approve redistribution of up to $16,000 in unspent FY20 budget for medical benefits to employees eligible for health insurance in consultation with the MNOHS accountant; Debbie seconded. Motion passed with 8 votes in favor and 0 against. Roll Call Vote: Topaz Torres – Yay Mary Derosier – Yay Stephanie Snidarich – Yay Sarah Carsello - Yay Anastasia Martin - Yay Terri Burnor – Yay Debbie Ferm – Yay Charlie Primeaux - Yay</td>
</tr>
<tr>
<td>$16,000 in unspent FY20 budget for medical</td>
<td></td>
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<tr>
<td>benefits to employees eligible for health</td>
<td></td>
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<tr>
<td>insurance in consultation with the MNOHS</td>
<td></td>
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<tr>
<td>accountant.</td>
<td></td>
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</tbody>
</table>
| 8:19 PM Board Goals Training, Discussion &  | Anastasia/All       | • Interim Inactive Executive Director Position Summary  
  • Succession Planning  
  • Established 2017  
  • Annual Position Appointment is voted on by the board on the Consent agenda in the month of July  
  • Workgroup to review Inactive Interim Executive Director and Executive Director job descriptions will meet prior to July board meeting. Workgroup will be Anastasia, Sarah, Terri.  
  • Reviewed with board what conflict of interests may be for board members with examples. Note: Teacher-board members do not have a conflict of interest when voting on their own salaries.                                                                                      |
<p>| Action Items                                |                    |                                                                                                                                                                                                                                                                                                                                                                                                   |
| • Interim Inactive Executive Director       |                    |                                                                                                                                                                                                                                                                                                                                                                                                   |
| position                                     |                    |                                                                                                                                                                                                                                                                                                                                                                                                   |
| • Conflict of Interest                       |                    |                                                                                                                                                                                                                                                                                                                                                                                                   |
| Removed from Consent Agenda and added here: |                    |                                                                                                                                                                                                                                                                                                                                                                                                   |
| • Approve updated Inactive Interim          |                    |                                                                                                                                                                                                                                                                                                                                                                                                   |
| Executive Director job description          |                    |                                                                                                                                                                                                                                                                                                                                                                                                   |
| • Approve updated Executive Director job    |                    |                                                                                                                                                                                                                                                                                                                                                                                                   |
| description                                  |                    |                                                                                                                                                                                                                                                                                                                                                                                                   |
| 8:40 PM Officer Elections (President,      | Anastasia          | • Nominations presented: Stephanie Snidarich, Treasurer; Sarah Carsello, Secretary; and Debbie Ferm, President.                                                                                                                                                                                                                                                                           |
| Secretary, Treasurer)                       |                    |                                                                                                                                                                                                                                                                                                                                                                                                   |</p>
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<td>Anastasia made a motion to approve the board nominations for FY2021 board officers Stephanie Snidarich, Treasurer; Sarah Carsello, Secretary; and Debbie Ferm, President. Terri seconded; motion passed with 8 votes in favor and 0 against.</td>
</tr>
</tbody>
</table>
|        |      | Roll Call Vote:  
Topaz Torres– Yay  
Mary Derosier – Yay  
Stephanie Snidarich – Yay  
Sarah Carsello - Yay  
Anastasia Martin - Yay  
Terri Burnor – Yay  
Debbie Ferm – Yay  
Charlie Primeaux - Yay  
|        |      | Additional board opportunities:  
• Diversity, Equity & Inclusion workgroup  
• Policy Review workgroup  
• Workshop planning workgroup (mentorship development, onboarding, offboarding, etc.) |
| 8:50 PM | Anastasia/All | Proposed Meeting Dates for FY2020-2021  
July 28, 2020  
August 25, 2020 (no meeting, board workshop)  
September 22, 2020  
October 27, 2020  
November 17, 2020  
December 15, 2020  
January 26, 2021  
February 23, 2021  
March 23, 2021  
April 27, 2021  
May 25, 2021 (Annual Meeting)  
June 22, 2021  
Debbie made a motion to approve the Proposed Board Meeting dates for FY2021 and Mary seconded; motion passed with 8 votes and 0 against. |
|        |      | Roll Call Vote:  
Topaz Torres– Yay  
Mary Derosier – Yay  
Stephanie Snidarich – Yay  
Sarah Carsello - Yay  
Anastasia Martin - Yay  
Terri Burnor – Yay  
Debbie Ferm – Yay  
Charlie Primeaux - Yay  
<p>| 8:59 PM | Terri | Terri made a motion to appoint incoming President, Debbie Ferm and Treasurer, Stephanie Snidarich as Signers at Choice Bank; Charlie seconded. Motion passed with 8 votes and 0 against. |</p>
<table>
<thead>
<tr>
<th>AGENDA</th>
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</table>
|        |      | Roll Call Vote:  
Topaz Torres– Yay  
Mary Derosier – Yay  
Stephanie Snidarich – Yay  
Sarah Carsello - Yay  
Anastasia Martin - Yay  
Terri Burnor – Yay  
Debbie Ferm – Yay  
Charlie Primeaux - Yay |
| 9:01 PM Approve Board President and Treasurer as signers on Skyward eSign | All | Anastasia made a motion to appoint incoming President, Debbie Fern and Treasurer, Stephanie Snidarich as Signers on Skyward eSign; Terri seconded. Motion passed with 8 votes and 0 against.  
Roll Call Vote:  
Topaz Torres– Yay  
Mary Derosier – Yay  
Stephanie Snidarich – Yay  
Sarah Carsello - Yay  
Anastasia Martin - Yay  
Terri Burnor – Yay  
Debbie Ferm – Yay  
Charlie Primeaux - Yay |
| 9:04 PM Adjournment | Anastasia | • Next board meeting is July 28, 2020 at 7:00 pm.  
• Will follow advice from health officials and the governor as to whether to host the meeting 100% online/virtual. Information will be sent out to the board prior to the July meeting.  

Terri moved to adjourn the board meeting, Sarah seconded; motion passed with 8 votes in favor and 0 against. Meeting adjourned at 9:04 pm.  
Roll Call Vote:  
Topaz Torres– Yay  
Mary Derosier – Yay  
Stephanie Snidarich – Yay  
Sarah Carsello - Yay  
Anastasia Martin - Yay  
Terri Burnor – Yay  
Debbie Ferm – Yay  
Charlie Primeaux - Yay |
<table>
<thead>
<tr>
<th>ACTION ITEMS</th>
<th>DATE DUE</th>
<th>ASSIGNED</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy Review</td>
<td>Ongoing</td>
<td>Elissa</td>
<td>Coordinate meeting with Sarah, Debbie, and Charlie to review policies that need to be reviewed this year and develop an approach to completing reviews and presenting information to board (at board meetings and in board training). Update: Elissa will resume coordination; requested additional volunteers</td>
</tr>
<tr>
<td>Inactive Interim Executive Director and Executive Director job description review and modifications</td>
<td>July Board Meeting</td>
<td>Sarah/Anastasia/Terri</td>
<td>Meet to review both job descriptions and propose suggested revisions at July board meeting.</td>
</tr>
<tr>
<td>Workgroups</td>
<td>Ongoing</td>
<td>All</td>
<td>Request for volunteers for the following groups:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Diversity, Equity &amp; Inclusion workgroup</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>• Policy Review workgroup</td>
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<td></td>
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<td></td>
<td>• Workshop planning workgroup</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>Contact Sarah or Anastasia if interested in any of the workgroups.</td>
</tr>
<tr>
<td>Collect Signatures</td>
<td>ASAP</td>
<td>Incoming FY2021 Officers</td>
<td>Collect Signatures:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Conflict of Interest Disclosure Signatures (PUC, Lease Aid)</td>
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<td></td>
<td>• President and Treasurer Signatures on E-sign and bank form</td>
</tr>
</tbody>
</table>
Meeting Invitees: **Board Members:**
Sarah Carsello  
Anastasia Martin  
Stephanie Snidarich  
Barbara Bridges  
Terri Burnor  
Debbie Ferm  
Charlie Primeaux  
Mary Derosier  
Topaz Torres  
Elissa Raffa, MNOHS Executive Director (ex officio)  

Other Invitees: NA  

Meeting Attendees: Attending online: Elissa Raffa, Sarah Carsello, Mary Derosier, Topaz Torres, Charlie Primeaux, Barbara Bridges, Stephanie Snidarich, Terri Burnor (brief attendance for specific voting items), and Anastasia Martin  

Quorum: 9 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

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<tr>
<th>AGENDA</th>
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</table>
| 7:04 PM Call to Order | Debbie | • Meeting held “online only” for this board meeting.  
• Call the meeting to order. |
| 7:05 PM Welcome, Mission Statement, and Check-In | All | • Reading of the MNOHS School Mission Statement  
• Sharing roundtable of personal and business bests |
| 7:17 PM Conflict of Interest | Debbie | • No conflicts of interest reported. |
| 7:24 PM Consent Agenda | Debbie/All | • July 2020 Meeting Agenda  
• June 2020 Minutes  
• BerganKDV Management Report and Financial Statements (June 2020)  

Anastasia moved to accept the consent agenda and Sarah seconded; motion passed with 8 votes in favor.  

Roll Call Vote:  
Topaz Torres– Yay  
Mary Derosier – Yay  
Sarah Carsello - Yay  
Anastasia Martin - Yay  
Stephanie Snidarich - Yay  
Debbie Ferm – Yay  
Charlie Primeaux – Yay |
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<tbody>
<tr>
<td>7:22 PM Public Comment</td>
<td>Anastasia</td>
<td>• No community concerns.</td>
</tr>
<tr>
<td>7:22 PM School Spotlight</td>
<td>Elissa</td>
<td>• Elissa shared a story about an incoming student that was in a trade program working in transportation repair needing to finish high school with a flexible schedule.</td>
</tr>
</tbody>
</table>
| 7:27 PM Executive Director Report & Discussion | Elissa | Non-Academic Goals - Mission, Strategy and Goals Completed  
• Explore tools and other resources for creating and managing a new strategic plan by September 30, 2019  
In Progress  
• Engage all stakeholder groups in writing a new strategic plan, by April 30, 2020  
Non-Academic Goals - Operations Completed  
• Apply for Project-Based Learning Site (PBL) approval from MDE in order to personalize students’ graduation plans, by July 31, 2019.  
• Maintain a funding stream for a summer program (either through a partnership or charter school extended time funding, should that become available) for the duration of the contract.  
• Maintain a 90% on time rate for Epicenter (place where Authorizer requires compliance documents to be uploaded – financial documents, board packets, board training plans, staff training documents, etc.) for each year of the contract.  
Non-Academic Goals – Financial Completed  
• Maintain a 20% fund balance for each year of the contract  
• Create a balanced budget that includes instructional program improvements. This includes 45% match for ADSIS if approved, converting 2-3 adjunct teaching positions to full-time (Two social studies and one language arts teacher), and adding two part-time faculty positions for increasing our instructional use of Performance Series data for the first year of the contract – and maintaining improvements for second year of the contract.  
Non-Academic Goals – Governance Completed  
• Include a training piece in each monthly board meeting for the duration of the contract. These training pieces will supplement the initial training for all board members and fulfill the annual training requirement. Training provided included Robert’s Rules of Order.  
In Progress  


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<tr>
<td>• Create board succession plan, including a mentorship program and DEI plan, by the end of the first year of the contract (June 30, 2020).</td>
<td>Anastasia/All</td>
<td><strong>What Does it mean to be a charter school?</strong> Anastasia reviewed and raised conversation topics from a two-page document from MN Association of Charter Schools (MACS) – “A Primer on Minnesota Charter Schools.” • Charter schools are subject to open meeting law, human rights law, public school fee law, data practices law, general employment law, state testing requirements for schools, and special education laws. • Charter schools receive less per pupil funding than traditional public schools because they cannot levy property taxes. • Charter school teachers must be licensed MN teachers. • Charter schools cannot exist unless they have a MN Department of Education approved authorizer. MNOHS authorizer is Pillsbury United Communities Office of Public Charter Schools. • Charter schools in Minnesota are public schools and may set a maximum capacity for enrollment.</td>
</tr>
<tr>
<td>7:45 PM Board Training</td>
<td>Anastasia</td>
<td></td>
</tr>
<tr>
<td>8:05 PM Approve proposed updates to ED Job Description / Interim ED Job Description / Interim ED Procedures [Voting Item]</td>
<td>Anastasia</td>
<td>• Anastasia presented the updates on the Executive Director job description the Interim Executive Director job description. Sarah made a motion to approve the proposed updates to the executive director job description, interim executive director job description, and interim executive director procedures; Barbara seconded. Motion passed with 8 votes in favor and 0 against. Roll Call Vote: Topaz Torres– Yay Mary Derosier – Yay Stephanie Snidarich – Yay Sarah Carsello - Yay Anastasia Martin - Yay Barbara Bridges - Yay Debbie Ferm – Yay Charlie Primeaux - Yay</td>
</tr>
<tr>
<td>8:18 PM Approve Julie Lindholm as the Inactive Interim Executive Director [Voting Item]</td>
<td>Debbie</td>
<td>• Julie Lindholm has been presented to be voted in for the current year term of Inactive Interim Executive Director Charlie made a motion to approve Julie Lindholm as the Inactive Interim Executive Director; Sarah seconded. Motion passed with 8 votes in favor and 0 against. Roll Call Vote: Topaz Torres– Yay Mary Derosier – Yay Stephanie Snidarich – Yay Sarah Carsello - Yay Anastasia Martin - Yay</td>
</tr>
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8:21 PM
In light of the recent U.S. Supreme Court decision adopting a broad view of sex discrimination, revise all MNOHS non-discrimination and equal opportunity statements, including but not limited to those in policies, on the website, and in handbooks, to include the following text: ‘sex (including sexual orientation; gender identity or expression; pregnancy or pregnancy related conditions; and sex stereotypes)’. Revisions to Board policies for this reason would not require a separate Board vote.

[Voting Item]

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<tr>
<td>Terri</td>
<td>Terri presented suggestions for revising all MNOHS non-discrimination and equal opportunity statements. Anastasia made a motion to approve adopting a broad view of sex discrimination, revise all MNOHS non-discrimination and equal opportunity statements, including but not limited to those in policies, on the website, and in handbooks, to include the following text: ‘sex (including sexual orientation; gender identity or expression; pregnancy or pregnancy related conditions; and sex stereotypes)’ and Topaz seconded; motion passed with 9 votes and 0 against. Roll Call Vote: Topaz Torres – Yay Mary Derosier – Yay Stephanie Snidarich – Yay Sarah Carsello - Yay Anastasia Martin - Yay Terri Burnor – Yay Debbie Ferm – Yay Charlie Primeaux – Yay Barbara Bridges - Yay</td>
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8:26 PM
Revise all MNOHS documents and texts, including but not limited to policies, administrative documents, instructional documents, handbooks and the MNOHS website to replace gendered pronouns (except those chosen by and referring to a specific person) with the gender neutral pronouns they/them/their. For example, “The student should send their textbook request to...” (not “his/her textbook request”). Revisions to Board policies for this reason would not require a separate Board vote.

[Voting Item]

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<tr>
<td>Terri</td>
<td>Terri presented suggestions for revising all MNOHS documents and texts to replace gendered pronouns with gender neutral pronouns. Topaz made a motion to Revise all MNOHS documents and texts, including but not limited to policies, administrative documents, instructional documents, handbooks and the MNOHS website to replace gendered pronouns (except those chosen by and referring to a specific person) with the gender neutral pronouns they/them/their. For example, “The student should send their textbook request to...” (not “his/her textbook request”); Sarah seconded. Motion passed with 9 votes and 0 against. Roll Call Vote: Topaz Torres – Yay Mary Derosier – Yay Stephanie Snidarich – Yay Sarah Carsello - Yay Anastasia Martin - Yay Terri Burnor – Yay Debbie Ferm – Yay Charlie Primeaux – Yay Barbara Bridges - Yay</td>
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8:33 PM
Elissa
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<tr>
<td>Approve increase of enrollment capacity from 1500 to 1700 course enrollments per quarter. [Voting Item]</td>
<td>Elissa presented on proposing modifications to MNOHS Enrollment policy to increase course enrollment per quarter capacity to 1700.</td>
<td>Anastasia made a motion to approve increase of enrollment capacity from 1500 to 1700 course enrollments per quarter; Charlie seconded. Motion passed with 8 votes and 0 against.</td>
</tr>
<tr>
<td>8:45 PM Approve additional edits to enrollment policy to more accurately describe the lottery procedure to be followed if comprehensive enrollment applications exceed capacity. [Voting Item]</td>
<td>Debbie/Elissa Edits, which were included in the board packet, support the implementation of a lottery procedure that MNOHS until now has never had. The lottery procedure will include details such as deadlines for students to confirm enrollment in order to secure spots at MNOHS. Elissa will be consulting with the school attorney and MDE for guidance.</td>
<td>Anastasia made a motion to approve additional edits to enrollment policy to more accurately describe the lottery procedure to be followed if comprehensive enrollment applications exceed capacity; Mary seconded. Motion passed with 8 votes and 0 against.</td>
</tr>
<tr>
<td>8:53 PM Adjournment</td>
<td>Debbie</td>
<td>Debbie adjourned the meeting at 8:53 pm.</td>
</tr>
<tr>
<td>ACTION ITEMS</td>
<td>DATE DUE</td>
<td>ASSIGNED</td>
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</tr>
<tr>
<td>Policy Review</td>
<td>Ongoing</td>
<td>Elissa</td>
</tr>
</tbody>
</table>
| Workgroups        | Ongoing  | All      | Request for volunteers for the following groups:  
  • Diversity, Equity & Inclusion workgroup  
  • Policy Review workgroup  
  • Workshop planning workgroup  
Contact Sarah or Anastasia if interested in any of the workgroups. |
| Collect Signatures| ASAP     | Incoming FY2021 Officers | Collect Signatures:  
  • Conflict of Interest Disclosure Signatures (PUC, Lease Aid)  
  • President and Treasurer Signatures on E-sign and bank form |
**Board Meeting Minutes**

**Date / Time:** 8/25/2020  7:00 p.m.

**Meetings:** Special business meeting of the MNOHS Board

**Meeting Minute Locations:** https://www.mnohs.org/board-of-directors

**Meeting Invitees:** Board Members:
Sarah Carsello  
Anastasia Martin  
Stephanie Snidarich  
Barbara Bridges  
Terri Burnor  
Debbie Ferm  
Charlie Primeaux  
Mary Derosier  
Topaz Torres  
Elissa Raffa, MNOHS Executive Director (ex officio)

**Other Invitees:** NA

**Meeting Attendees:** Attending online: Sarah Carsello, Stephanie Snidarich, Topaz Torres, Charlie Primeaux, Barbara Bridges, Debbie Ferm, Terri Burnor, and Anastasia Martin

**Quorum:** 8 out of 9 voting members attended. 5 are needed for a quorum.

### MEETING PURPOSE

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

<table>
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<tr>
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| 7:00 PM Call to Order | Debbie | • Meeting held “online only” for this board meeting.  
• Call the meeting to order. |
| 7:01 PM Welcome, Mission Statement, and Check-In | All | • Reading of the MNOHS School Mission Statement |
| 7:02 PM Conflict of Interest | Debbie | • No conflicts of interest reported. |
Terri moved to continue MNOHS membership in the Minnesota State High School League to continue and Charlie seconded; motion passed with 8 votes in favor, 0 against, and 0 abstained.  
Roll Call Vote:  
Topaz Torres – Yay  
Sarah Carsello - Yay  
Anastasia Martin - Yay  
Debbie Ferm – Yay  
Charlie Primeaux – Yay  
Stephanie Snidarich - Yay  
Barbara Bridges - Yay  
Terri Burnor - Yay |
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<tr>
<td>7:09 PM Adjournment</td>
<td>Debbie</td>
<td>Anastasia made a motion to adjourn the meeting; Barbara seconded; motion passed with 8 votes in favor, 0 against, and 0 abstained. Roll Call Vote: Topaz Torres – Yay Sarah Carsello - Yay Anastasia Martin - Yay Debbie Ferm – Yay Charlie Primeaux – Yay Stephanie Snidarich - Yay Barbara Bridges – Yay Terri Burnor - Yay Meeting adjourned at 7:09 pm.</td>
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</table>
**Board Meeting Minutes**

**Date / Time:** 9/22/2020 7:00 p.m.

**Meetings:** Regular meeting of the MNOHS Board

**Meeting Minute Locations:** [https://www.mnohs.org/board-of-directors](https://www.mnohs.org/board-of-directors)

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**Meeting Invitees:**
- Board Members:
  - Sarah Carsello
  - Anastasia Martin
  - Stephanie Snidarich
  - Barbara Bridges
  - Terri Burnor
  - Debbie Ferm
  - Charlie Primeaux
  - Mary Derosier
  - Topaz Torres
  - Elissa Raffa, MNOHS Executive Director (ex officio)

**Other Invitees:**
- N/A

**Meeting Attendees:**
- Attending online: Anastasia Martin, Stephanie Snidarich, Barbara Bridges, Debbie Ferm, Charlie Primeaux, Mary Derosier, Topaz Torres, Elissa Raffa

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

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### MEETING PURPOSE

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

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<th>AGENDA</th>
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</table>
| 7:11 PM Call to Order     | Debbie   | • Meeting held online only for this board meeting.  
|                            |          | • Call the meeting to order. |
| 7:12 PM Welcome, Mission Statement, and Check-In | All | • Reading of the MNOHS School Mission Statement  
|                            |          | • Sharing roundtable of person and business bests |
| 7:21 PM Conflict of Interest | Debbie   | • No conflicts of interest reported. |
| 7:22 PM Consent Agenda     | Debbie/All | • September 2020 Meeting Agenda  
|                            |          | • August 2020 Minutes  
|                            |          | • BerganKDV Management Report and Financial Statements (July 2020)  
|                            |          | • BerganKDV Management Report and Financial Statements (August 2020)  

Anastasia moved to accept the consent agenda and Barbara seconded; motion passed with 7 votes in favor, 0 against, and 0 abstained.

Anastasia Martin – Yay  
Stephanie Snidarich – Yay  
Debbie Ferm - Yay  
Barbara Bridges – Yay  
Charlie Primeaux - Yay  
Mary Derosier – Yay  
Topaz Torres - Yay
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<tbody>
<tr>
<td>7:24 PM Public Comment</td>
<td>Debbie</td>
<td>• No community concerns.</td>
</tr>
<tr>
<td>7:24 PM School Spotlight</td>
<td>Elissa</td>
<td>• Elissa shared a story received from a parent describing the great experience of her daughter enrolled in summer online classes. The family took vacation, all of the family member’s had to quarantine and recoup from illness during the summer and her daughter was still able to stay on track and complete her assignments on time.</td>
</tr>
<tr>
<td>7:27 PM Board Training</td>
<td>Anastasia</td>
<td>Anastasia reviewed HR Structure within MNOHS and the Board of Director’s oversight role. All positions are funded through state and federal dollars or grants.                                                                                     MNOHS HR Structure:  Executive Director  Administrative Staff (4) – Salary, calendar year  Counseling and Social Work Staff (3) – Salary, calendar year  Teaching Staff:  • Special Education (7) – Salary, calendar year  • General Education  ▪ Full-Time (11) - Salary, school year  ▪ Adjunct (11) – Pay based on enrollments, school year  Interns/AmeriCorps Promise Fellow (1)  Board of Directors are responsible for budgeting forecast, long-term success of MNOHS, overall HR strategy and policy development.</td>
</tr>
<tr>
<td>7:27 PM Executive Director Report &amp; Discussion</td>
<td>Elissa</td>
<td>Non-Academic Goals – Financial  • Maintain a 20% fund balance for each year of the contract –  • Create a balanced budget that includes instructional program improvements. This includes 45% match for ADSIS if approved, converting 2-3 adjunct teaching positions to full-time, and adding two part-time faculty positions for increasing our instructional use of Performance Series data for the first year of the contract— and maintaining improvements for second year of the contract. –  Academic Goals  Course completion rates annual average academic course completion rate will not go below 50% and will make progress toward 60% over the course of the contract. Academic course enrollments are tallied after the officially posted MNOHS quarterly drop date. Course completions are tallied after the grading window closes at the end of each quarter.  • Reading test  • Math test  • NOT graduation rate  Authorize ad hoc DEI Committee to contract for assessment and consultant services up to $20,000. Anastasia has received a few proposals from consultants. During the last DEI committee</td>
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</table>
meeting, the members met and discussed available consultant options. Through high recommendation from Barbara Bridges, Anton Treuer is the preferred choice to invite to MNOHS to provide Racial Equity Training to the DEI committee member, Board of Directors and teaching staff, eight two-hour sessions, plus up to ten 90-minute meetings.

Anastasia made a motion to approve $20,000 for Racial Equity Training with Anton Treuer and Barbara seconded; motion passed with 7 votes in favor, 0 against, and 0 abstained.

Anastasia Martin – Yay
Stephanie Snidarich – Yay
Debbie Ferm - Yay
Barbara Bridges – Yay
Charlie Primeaux - Yay
Mary Derosier – Yay
Topaz Torres - Yay

**8:45 PM Adjournment**

Anastasia moved to adjourn the board meeting; Topaz seconded; motion passed with 7 votes in favor, 0 against, and 0 abstained.

Roll Call Vote:
Anastasia Martin – Yay
Stephanie Snidarich – Yay
Debbie Ferm - Yay
Barbara Bridges – Yay
Charlie Primeaux - Yay
Mary Derosier – Yay
Topaz Torres – Yay

Meeting adjourned at 8:45 PM

<table>
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<td>Coordinate meeting with Sarah, Debbie, and Charlie to review policies that need to be reviewed this year and develop an approach to completing reviews and presenting information to board (at board meetings and in board training).</td>
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### Board Meeting Minutes

**Date / Time:** 10/27/2020  7:00 p.m.

**Meetings:** Regular meeting of the MNOHS Board

**Meeting Minute Locations:** [https://www.mnohs.org/board-of-directors](https://www.mnohs.org/board-of-directors)

**Meeting Invitees:**
- Board Members:
  - Sarah Carsello
  - Anastasia Martin
  - Stephanie Snidarich
  - Barbara Bridges
  - Terri Burnor
  - Debbie Ferm
  - Charlie Primeaux
  - Mary Derosier
  - Topaz Torres
  - Elissa Raffa, MNOHS Executive Director (ex officio)

**Other Invitees:**
- Kristin Robert, PUC
- Emily Edstrom Moore, Associate Authorizer Liaison, PUC

**Meeting Attendees:**
- Attending online:
  - Anastasia Martin, Sarah Carsello, Debbie Ferm, Elissa Raffa, Kristin Robert, Charlie Primeaux, Topaz Torres, Emily Edstrom Moore, Mary Derosier

**Quorum:** 6 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

<table>
<thead>
<tr>
<th>Time</th>
<th>Agenda Item</th>
<th>Name</th>
<th>Minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:08 PM</td>
<td>Call to Order</td>
<td>Debbie</td>
<td>• Meeting held online only for this board meeting.</td>
</tr>
<tr>
<td>7:08 PM</td>
<td>Welcome, Mission Statement, and Check-In</td>
<td>All</td>
<td>• Reading of the MNOHS School Mission Statement</td>
</tr>
<tr>
<td>7:22 PM</td>
<td>Conflict of Interest</td>
<td>Debbie</td>
<td>• No conflicts of interest reported.</td>
</tr>
</tbody>
</table>
| 7:23 PM    | Consent Agenda [Voting Item]               | Debbie/All    | • October 2020 Meeting Agenda  
• September 2020 Minutes  
• BerganKDV Management Report and Financial Statements (September 2020)

Anastasia moved to accept the consent agenda and Sarah seconded; motion passed with 5 votes in favor, 0 against, and 0 abstained.

- Sarah Carsello – Yay
- Anastasia Martin – Yay
- Stephanie Snidarich – Not Present
- Barbara Bridges – Not Present
- Terri Burnor – Not Present
- Charlie Primeaux - Yay
- Mary Derosier - Yay
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<tbody>
<tr>
<td>7:24 PM Public Comment</td>
<td>Debbie</td>
<td>• No community concerns.</td>
</tr>
</tbody>
</table>
• MNOHS is evaluated on performance in compliance with authorizer school contract, State and Federal law, and goals set forth for the contract term.  
• QSR application is due November 2, 2020  
• Site visit team will be doing a 1-3 day visit over Zoom in November 2020  
• PUC is currently going through review of 10 schools  
• PUC will combine the QSR application and site visit data collected into a QSR report  
• PUC will be returning to the MNOHS Board in May or June 2021 to review the QSR report  
• Report will include PUC decision to terminate or approve renewal of contract; will outline the conditions/consequences if a school did not meet performance standards around the academic and non-academic goals  
• Decision for approval will be submitted to PUC Board of Directors and, once approved, will be submitted as a charter contract to the MN Department of Education |
| 7:39 PM School Spotlight | Elissa | • Elissa shared a school spotlight from a student that shared his positive experience with his learning and support at MNOHS. Elissa also shared the student’s mother’s perspective. She reports that her son is more engaged and is adoring his classes with a strong support from his Special Education teacher. |
| 7:42 PM Executive Director Report & Discussion | Elissa | • Quarter 1 SY2020-2021 total course enrollments were up 19.8%  
• Summer SY2020-2021 total course enrollments were up 16.3%  

**State of MNOHS**  
Elissa discussed how COVID-19 is affecting staff, students and their families, its impact on new applications, retention, and on the competitive landscape. Long-term we need to recommit to telling our story.  

**Major Review/Reporting Cycles**  
- Pillsbury United Communities (PUC) – Every 2-5 years  
- Minnesota Department of Education (MDE) – Every 3 years  
- Minnesota Regional Centers of Excellence (RCE) – 3 year cycle  
- Cognia (formerly AdvanceED) – Every 5 years  
- MDE SpED Compliance – Every 5 years  
- MDE Q Comp – Annually  
- MDE/PUC – Annually  

**PUC Contract**  
**Academic Goals**
<table>
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<tr>
<td>o Achieved 2 out of 3. Elissa is working with the testing company to figure out why reading tests were counted for students who spent only 6-12 minutes on them, and with staff to make better conditions for students to take their time and do their best. Mission, Strategy, &amp; Goals</td>
<td>o Achieved 1 out of 2 goals; the unobtained goal is still in progress to create a MNOHS Strategic Plan. Operations &amp; Leadership</td>
<td>o All 3 goals have been achieved</td>
</tr>
<tr>
<td>Financial</td>
<td>o All 2 goals have been achieved</td>
<td>Governance</td>
</tr>
<tr>
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<tr>
<td>o SY2019: Comprehensive Enrollment Growth – 17.3%, ADM Growth - 20.4%</td>
<td>o SY2020: Comprehensive Enrollment Growth – 7.7%, ADM Growth - 10.5%</td>
<td>o 2 new FT ADSIS positions</td>
</tr>
<tr>
<td>o 3 PT teachers converted to FT</td>
<td>o MDE approval for Project Based Learning, Work Based Learning, and Health Occupations</td>
<td>o Continued partnership for summer session (funding pass-through)</td>
</tr>
<tr>
<td>o Exploring partnerships with community colleges</td>
<td>o Ongoing work on racial equity</td>
<td>o New work on grading equity</td>
</tr>
<tr>
<td>o Better onboarding of new students and new faculty</td>
<td>o Continued work on Talent Squad life portfolio app</td>
<td>o 3 grants totaling $49,000: Peer Leaders Program, Social Emotional Learning, the app</td>
</tr>
<tr>
<td>o Technology improvements</td>
<td>o 2 TOSAs this year: Instructional design and work experience coordinator</td>
<td></td>
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</table>

8:03 PM
MNOHS Board Member Binder

Sarah

- Sarah presented the MNOHS Board Member Binder
- The MNOHS Board Member binder has reference to 20 valuable documents that will aide in orienting new board members to the school and their responsibilities, create mentor relationships, as well as provide informational benefit for existing board members.
- Documents include a checklist/timeline for new board members to help them move through their immediate actions required in their role and recommended guided actions throughout their first year as a board member.
- Sarah will send out a request for binder orders from board members following the meeting.

8:11 PM
Board Training
Data Practices Training

Anastasia

- Anastasia presented information on The Official Records Act (MN Statutes Chapter 15.17) and MN Statutes 138.17, Subdivision 7 that gives the responsibility to manage the maintenance of school records to the charter board.
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|        |      | • MNOHS Board approved records retention schedule in September of 2017.  
|        |      | • Records are classified by Public (available to anyone for any reason), Private/Nonpublic (available only to the data subject and to anyone authorized by the data subject or by law to see it), Confidential/Protected Nonpublic (not available to the public or the data subject).  
|        |      | • RA/DPCO – uncertain if charter schools need to have these designated persons of authority. Anastasia will research further. |
| 8:39 PM | Elissa | • MNOHS_CS_01 – “CS” stands for Charter School  
| Policy Review and Approvals | | • The policies were received as model policies from the MN Association of Charter Schools  
| | | • These policies are required as a result of a lawsuit on a charter school renting space from a religious organization  
| | | • Required to submit a signed document of assurances stating MNOHS is compliant with these four policies every three years.  
| | | • The vote is to submit the assurances with no changes to the policies other than language modifications on gender neutrality language. Anastasia reviewed and validated the changes to the gender neutrality language in the policies  
| | | Anastasia moved to approve the MNOHS CS 01 Religious Accommodation Policy and Sarah seconded; motion passed with 5 votes in favor, 0 against, and 0 abstained.  
| | | Sarah Carsello – Yay  
| | | Anastasia Martin – Yay  
| | | Stephanie Snidarich – Not Present  
| | | Barbara Bridges – Not Present  
| | | Terri Burnor – Not Present  
| | | Charlie Primeaux - Yay  
| | | Mary Derosier - Yay  
| | | Topaz Torres – Yay  
| | | Charlie moved to approve the MNOHS_CS_02-Facility Neutrality Equal Access for Student Non-Curricular Groups Policy and Topaz seconded; motion passed with 5 votes in favor, 0 against, and 0 abstained.  
| | | Sarah Carsello – Yay  
| | | Anastasia Martin – Yay  
| | | Stephanie Snidarich – Not Present  
| | | Barbara Bridges – Not Present  
| | | Terri Burnor – Not Present  
| | | Charlie Primeaux - Yay  
| | | Mary Derosier - Yay  
<p>| | | Topaz Torres - Yay  |</p>
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<td></td>
<td>Anastasia moved to approve the MNOHS_CS_03-Facility Neutrality Equal Access for Boy Scouts Title 36 and Other Outside Youth Community Groups Policy and Charlie seconded; motion passed with 5 votes in favor, 0 against, and 0 abstained.</td>
</tr>
</tbody>
</table>
|                                            |        | Sarah Carsello – Yay  
Anastasia Martin – Yay  
Stephanie Snidarich – Not Present  
Barbara Bridges – Not Present  
Terri Burnor – Not Present  
Charlie Primeaux - Yay  
Mary Derosier - Yay  
Topaz Torres – Yay |
|                                            |        | Topaz moved to approve the MNOHS_CS_04-Whistle Blower Policy and Sarah seconded; motion passed with 5 votes in favor, 0 against, and 0 abstained.                                                                |
|                                            |        | Sarah Carsello – Yay  
Anastasia Martin – Yay  
Stephanie Snidarich – Not Present  
Barbara Bridges – Not Present  
Terri Burnor – Not Present  
Charlie Primeaux - Yay  
Mary Derosier - Yay  
Topaz Torres – Yay |
|                                            |        | 8:49 PM  
Board Goals and Actions  
• Board Brief Volunteers  
• Plan for Give to the Max Day                                                                                                       |
|                                            |        | Debbie  
• Board Brief volunteers – Debbie will be writing the November Board Brief and Anastasia will write the December Board Brief  
• Topaz will draft a fundraising letter to send out for Give to the Max Day  
• MNOHS Give to the Max site:  
  https://www.givemn.org/organization/Minnesota-Online-High-School |
|                                            |        | 9:04 PM  
Adjournment                                                                                                                                     |
|                                            |        | Debbie  
• Next MNOHS Board Meeting is Tuesday, November 17, 2020 at 7:00 pm  
• Meeting was adjourned at 9:04 PM                                                                                                          |
|                                            |        | Sarah moved to adjourn the meeting and Anastasia seconded; motion passed with 5 votes in favor, 0 against, and 0 abstained.                                                                            |
|                                            |        | Sarah Carsello – Yay  
Anastasia Martin – Yay  
Stephanie Snidarich – Not Present  
Barbara Bridges – Not Present  
Terri Burnor – Not Present  
Charlie Primeaux - Yay  
Mary Derosier - Yay  
Topaz Torres – Yay |
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<td>Ongoing</td>
<td>Elissa</td>
<td>Coordinate meeting with Sarah, Debbie, and Charlie to review policies that need to be reviewed this year and develop an approach to completing reviews and presenting information to board (at board meetings and in board training).</td>
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Board Meeting Minutes

Date / Time: 11/17/2020 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
Anastasia Martin
Stephanie Snidarich
Barbara Bridges
Terri Burnor
Debbie Ferm
Charlie Primeaux
Mary Derosier
Topaz Torres
Elissa Raffa, MNOHS Executive Director (ex officio)

Other Invitees: Anton Treuer

Meeting Attendees: Attending online: Anastasia Martin, Sarah Carsello, Debbie Ferm, Elissa Raffa, Stephanie Snidarich, Charlie Primeaux, Topaz Torres, Mary Derosier, Barbara Bridges

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

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| 7:06 PM Call to Order           | Debbie     | • Meeting held online only for this board meeting.  
• Call the meeting to order. |
| 7:08 PM Welcome, Mission Statement, and Check-In | All        | • Reading of the MNOHS School Mission Statement  
• Sharing roundtable of personal and business bests |
| 7:17 PM Conflict of Interest    | Debbie     | • No conflicts of interest reported.                                                                                                                                                                 |
| 7:18 PM Consent Agenda [Voting Item] | Debbie/All | • November 2020 Meeting Agenda  
• October 2020 Minutes  
• Bergan KDV Financial Statements  
• Accept resignation of board member, Terri Burnor |

Sarah moved to accept the consent agenda and Anastasia seconded; motion passed with 8 votes in favor, 0 against, and 0 abstained.

Board members expressed gratitude for the phenomenal service that Terri Burnor brought to the MNOHS board.

Sarah Carsello – Yay
Anastasia Martin – Yay
Stephanie Snidarich – Yay
Barbara Bridges – Yay
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|        | Terri Burnor – Not Present | Charlie Primeaux - Yay  
Mary Derosier - Yay  
Topaz Torres – Yay  
Debbie Ferm - Yay |
| 7:20 PM Public Comment | Debbie               | • No community concerns.                                                                                                                  |
| 7:22 PM School Spotlight | Elissa              | • Elissa shared a school spotlight from ten anonymous students on interesting/useful facts about themselves. The facts have been helpful in assigning students to specific classes, connecting with likeminded/similar students, and other opportunities. |
| 7:25 PM Executive Director Report & Discussion | Elissa              | • Transitioned from Q1 to Q2; new enrollments are down, retention is up, and the community is strong  
• PUC site visits currently underway  
• A-GAME – grant funded project led by the National Charter School Institute. PUC and MNOHS will select new measures and metrics that will do a better job at assessing work with at-risk students. |
| 7:34 PM Meet Dr. Anton Treuer – Launch this year’s MNOHS Board DEI programming | Debbie/Anton Treuer | • The board discussed goals on DEI, ideas for school improvement, and personal perspectives on race impact.  
• Discussion between board members on the Intercultural Development Inventory (IDI). Barbara will reconnect with the board in January to revisit conversation on the IDI. |
| 8:54 PM SY20 Annual Report | Debbie               | • No conversation/discussion on the SY20 Annual Report  
Anastasia moved to approve the SY20 Annual Report and Charlie seconded; motion passed with 8 votes in favor, 0 against, and 0 abstained.  
Sarah Carsello – Yay  
Anastasia Martin – Yay  
Stephanie Snidarich – Yay  
Barbara Bridges – Yay  
Terri Burnor – Not Present  
Charlie Primeaux - Yay  
Mary Derosier - Yay  
Topaz Torres – Yay  
Debbie Ferm - Yay |
| 8:49 PM Board Goals and Actions | All                  | • Board Brief volunteers - Anastasia will write the December Board Brief  
• Topaz will draft a fundraising letter to send out for Give to the Max Day  
• MNOHS Give to the Max site:  
  https://www.givemn.org/organization/Minnesota-Online-High-School |
| 9:01 PM Adjournment | Debbie               | • Next MNOHS Board Meeting is Tuesday, December 15, 2020 at 7:00 pm                                                                          |
**AGENDA**

- Meeting was adjourned at 9:04 PM

Barbara made a motion to adjourn the board meeting and Charlie seconded; motion passed with 8 votes in favor, 0 against, and 0 abstained.

Sarah Carsello – Yay
Anastasia Martin – Yay
Stephanie Snidarich – Yay
Barbara Bridges – Yay
Terri Burnor – Not Present
Charlie Primeaux - Yay
Mary Derosier - Yay
Topaz Torres – Yay
Debbie Ferm - Yay

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Board Meeting Minutes

Date / Time: 12/15/2020 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
Anastasia Martin
Stephanie Snidarich
Barbara Bridges
Debbie Ferm
Charlie Primeaux
Mary Derosier
Topaz Torres
Elissa Raffa, MNOHS Executive Director (ex officio)

Other Invitees: Jon Archer, CPA, Schlenner Wenner & Co.

Meeting Attendees: Attending online: Stephanie Snidarich, Sarah Carsello, Debbie Ferm, Elissa Raffa, Barbara Bridges, Charlie Primeaux, Topaz Torres, Mary Derosier, Jon Archer, Anastasia Martin (left at 7:13 pm)

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

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<td>7:00 PM Call to Order</td>
<td>Debbie</td>
<td>• Meeting held online only for this board meeting.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Call the meeting to order.</td>
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<tr>
<td>7:01 PM Welcome, Mission Statement, and Check-In</td>
<td>All</td>
<td>• Reading of the MNOHS School Mission Statement</td>
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<td></td>
<td>• Sharing roundtable of personal and business bests</td>
</tr>
<tr>
<td>7:11 PM Conflict of Interest</td>
<td>Debbie</td>
<td>• No conflicts of interest reported.</td>
</tr>
<tr>
<td>7:13 PM Consent Agenda [Voting Item]</td>
<td>Debbie/All</td>
<td>• December 2020 Meeting Agenda</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• November 2020 Minutes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Bergan KDV Financial Statements</td>
</tr>
</tbody>
</table>

Charlie moved to accept the consent agenda and Topaz seconded; motion passed with 6 votes in favor, 0 against, and 0 abstained.

Sarah Carsello – Yay
Anastasia Martin – Not Present
Stephanie Snidarich – Yay
Barbara Bridges – Yay
Charlie Primeaux - Yay
Mary Derosier - Yay
Topaz Torres - Yay
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<td>7:15 PM Public Comment</td>
<td>Debbie</td>
<td>• No community concerns.</td>
</tr>
<tr>
<td>7:15 PM School Spotlight</td>
<td>Elissa</td>
<td>• Elissa shared a school spotlight from a Facebook post on the MNOHS Facebook page from a proud parent of a student who earned the Student of the Quarter last quarter.</td>
</tr>
</tbody>
</table>
| 7:18 PM Auditor’s Report | Jon Archer | • John presented that the audit went smoothly and had a positive working relationship with Bergan KDV.  
• There are no material audit adjustments being proposed.  
• No deficiencies in internal controls were identified.  
• No Minnesota legal compliance findings were identified.  
• Pupil Units (ADM) Trend Analysis identified growth from 184 ADM in SY2019 to 203 ADM in SY2020.  
• Actual expenditures were within budget and revenues were slightly above budgeted amounts  
• Fund balance in 2019 = $683,087 and 2020 = $723,877  
• Accuracy in general fund budgeting (State Sources, Federal Sources, and Local/Count/Other sources)  
• Looking into the horizon of future years (SY2021 audit) – will be reviewing process and controls with more scrutiny across all organizations, in part because of Covid. |
| 7:36 PM Executive Director Report & Discussion | Elissa | Quarterly Monitoring Cycle 2020-2021 report:  
• Quarter 1 (September 30) Enrollments = +19.8%  
• Quarter 1 (November 11) Course Completions = +13.1%  
• Quarter 2 (December 4) Enrollments = -3.4%  
• Quarter 2 Course Completion report on January 30, 2021  
• Since Covid, the balance of new versus returning students has shifted toward returning. There are no targets/key performance indicators in place to determine what MNOHS considers an optimal balance.  
• Elissa shared current trends on K-12 parents switching their child’s school type, trends on podding — varieties, prices, and motivations—and data on microschools trends.  
• Elissa shared the webpage: [https://mnohs.org/high-school-that-works-for-you](https://mnohs.org/high-school-that-works-for-you) The webpage describes through visual interactivity all of the school layers provided to students beyond online courses from support, challenge, college and career readiness, to community opportunities. |
| 8:54 PM Vote to fill the open board seat (If any applications) | All | • There have been no board applications submitted for the open board member seat. |
| 8:57 PM Board Goals & Actions | Debbie/All | • Barbara volunteered to write the January Board Brief for the parent newsletter. She will address a topic on the power of online learning.  
• Barbara and Topaz will collaborate on a written piece for the MNOHS Blog. |
| 9:02 PM Adjournment | Debbie | • Next MNOHS Board Meeting is Tuesday, January 26, 2021 at 7:00 pm  
• Meeting was adjourned at 9:02 PM |
Mary made a motion to adjourn the board meeting and Barbara seconded; motion passed with 6 votes in favor, 0 against, and 0 abstained.
Sarah Carsello – Yay
Anastasia Martin – Not Present
Stephanie Snidarich – Yay
Barbara Bridges – Yay
Charlie Primeaux - Yay
Mary Derosier - Yay
Topaz Torres - Yay

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