



**REPORT ON THE GOVERNANCE STATUS
OF VOA
AUTHORIZED CHARTER SCHOOLS**

January 2022

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BOARD GOVERNANCE

The authorizer regularly monitors the performance quality of the school board based on authorizer observations; interviews with the director, board, and faculty; and the review of school policies, reports, and board meeting minutes. A school must have a governance model that provides quality oversight by ensuring that there are checks and balances between the board and the school administrators.

The VOA-MN Charter School Authorizing Program publishes annually a School Board Governance Report on their network of authorized charter schools. The purpose of the report is to be a single annual source on the board operations and compliance of the fifteen VOA-MN- authorized charter schools. Authorizer VOA-MN also observes a minimum of one school board meeting annually.

The VOA-MN determined school board governance standards contained below are uniform for all VOA-MN charter schools. The standards are contained in VOA-MN Charter Contract Addendum B (School Accountability and Authorizer Oversight System) and serve as the basis for both annual authorizer monitoring of school board performance and contract renewal determinations. The authorizer will monitor school performance meeting these standards on an ongoing basis and the standards shall be evaluated in the annual VOA-MN Network Governance Report. The standards also serve as the criteria for contract renewal determinations. The authorizer reserves the right to have the flexibility to reasonably amend these standards /expectations as needed.

VOA-MN's school board governance standards / expectations include the following:

1. The Board of Directors met its governance model requirements laid out in its bylaws and membership requirements as required by Minnesota Statute*.
2. The Board of Directors has the necessary knowledge to carry out the responsibilities contained in Minn Stat 124E.07, Subd. 6. (Duties), including knowledge in finance/budget, policy/legal, personnel/employment, and education.
3. The board adheres to an orientation process for bringing on new members.
4. The Board of Directors complies with initial and ongoing training requirements set forth in Minn. Stat 124E.07, Subd 7 (Training): governance, financial, and employment policies and practices.
5. The Board of Directors completes a self-evaluation each year.
6. The Board of Directors will comply with MN Open Meeting Law, Chapter 13D, and maintains a quorum for all board meetings.
7. The board regularly reviews, updates, and approves its bylaws. The bylaws are consistent with state law.
8. The Board of Directors adheres to board member election requirements set forth by state statute*.
9. The Board conducts an annual evaluation (including all aspects of the position description) of the performance of the school leader through a defined annual evaluation process.
10. The Board has a board-approved professional development plan for the school director (if applicable as required by Minn. Stat. 124E.12, Subd. 2*.
11. The Board of Directors monitors the organization's adherence to school board policies.

12. The Board of Directors complies with Federal data practices law and the Minnesota Data Practices Act (Minn. Stat. Chapter 13)*.
13. The Board of Directors provides ongoing oversight of school academic performance.
14. The school maintains a high level of parent, teacher and student satisfaction rates based on school conducted surveys and student/faculty retention rates.
15. Board documents are distributed to all board members at least 3 days prior to a board meeting.
16. The Board of Directors maintains a Board Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements; and statutory requirements for posting board related information on the school’s website*.
17. The board has a policy review calendar and reviews and updates its policies as needed or required by state law.

The following list of VOA-MN schools were determined to have met all of the VOA-MN Board Governance standards from July 1, 2020 – June 30, 2021, although several schools just missed getting the award because of missing one or two standards.

Birch Grove Community School
 Lakes International Language Academy
 Naytahwaush Community Charter School
 Schoolcraft Learning Community
 Spectrum High School
 TrekNorth High School
 Woodbury Leadership Academy

AUTHORIZING PROGRAM GOAL

Quality School Performance: VOA-MN creates and maintains systems of charter school performance review that support analysis, reflection and planning, and implementation of continuous improvement measures for the charter schools we authorize.

PLAN FOR MEASURING/MONITORING PROGRESS MEETING GOAL

The VOA-MN Charter School Authorizing Program team evaluates the extent to which we are meeting this goal annually and includes analysis in the Annual Network Performance Reports (School Academic Program, School Board Governance, School Finance). The goal will be met if each school achieves at least a Satisfactory Rating (70% of points possible) in the Performance Framework overall and has met the majority of standards in each performance area (Academic, Financial, Organizational Performance).

SCHOOL NAME	VOAMN PERCENT of GOVERNANCE STANDARDS MET		
Athlos Academy of St. Cloud	29	34	85%
Athlos Leadership Academy	33	34	97%
Birch Grove Community School	34	34	100%
FIT Academy	30	34	88%
Green Isle Community School	27	34	79%
Harbor City International School	33	34	97%
Kaleidoscope Charter School	31	34	91%

SCHOOL NAME	VOAMN PERCENT of GOVERNANCE STANDARDS MET		
KIPP: North Star Academy	30	34	88%
Lakes International Language Academy	34	34	100%
Naytahwaush Community Charter School	34	34	100%
New Century School	29	34	85%
Schoolcraft Learning Community	34	34	100%
Southside Family Charter School	28	34	82%
Spectrum High School	34	34	100%
Tesfa International School	32	34	94%
TrekNorth High School	34	34	100%
Woodbury Leadership Academy	34	34	100%
Cumulative	538	578	93%
Did each school meet the majority of the Governance standards?	YES		
Did each school achieve at least a “Satisfactory” rating in Governance? (at least 70% of points possible)	YES		

ANALYSIS

Overall, VOA-MN Schools use effective governance practices as demonstrated by meeting most or all of the 17 standards. 7 schools met all the standards. 11/17 schools met over 90% of the standards. 16/17 met over 80% of the standards. Cumulatively, VOA-MN Schools met 93% of all standards, a slight increase from FY20. When boards meet these standards, it means that they:

- pay attention to the development and training of their board members,
- provide oversight of the academics and employees,
- are in compliance with statutory responsibilities, and
- are committed to continuous improvement.

The pandemic continued to have some impact on the work of boards. Meetings mostly were done in online formats requiring them to pay close attention to open meeting requirements for online meetings. Overall, though, most schools adapted to this new reality quite well. Overall, the number of standards met by all schools slightly increased.

STRATEGY FOR IMPROVEMENT MEETING / MAINTAINING GOAL

The main strategies for increasing the number of schools demonstrate full compliance with the VOA-MN Governance Standards and win the Governance Award involve education, training, and communications. The first strategy will be to completely review the FY21 evaluations with school boards and leaders to make sure they know exactly what they need to do and document in order to win the award and meet all the standards. Secondly, the Governance Analyst plans to provide training on the VOA-MN standards during the year as requested. A third strategy is to provide an annual report template to schools to help them know what standards can be addressed in their annual report in the fall of the year. Lastly, the VOA-MN Governance Analyst will keep a running record of compliance regularly throughout the year and provide friendly reminders through regular contact with school leaders/board chairs throughout the year and when conducting board observations.

**VOA GOVERNANCE REPORT FOR
ATHLOS ACADEMY OF ST. CLOUD**

(Reflecting the time period from July 1, 2020 – June 30, 2021.)

School: Athlos Academy of St. Cloud

Athlos Academy of St. Cloud

3701 33rd Street South, St. Cloud, MN 56301

Phone: 320-281-4430

www.athlosstcloud.org

Director: Mr. Randy Vetsch

Email: rvetsch@athlosstcloud.org

Phone: 320-281-4430

Board Chair: Andrew Grimsley

Email: agrimley@athlosstcloud.org

Phone: 320-281-4430

Section 1: Board Structure and Development

Standard 1	
The Board of Directors met its governance model requirements laid out in its bylaws and membership requirements as required by Minnesota Statute*.	
	0 = The Board structure does not meet bylaws and/or state statute;
	1 = the Board did not meet requirements for the entire fiscal year;
X	2 = the Board structure meets bylaws and state statute.
Data Source: Annual report, School Web site, Bylaws	

STANDARD 1 ANALYSIS

The School met this standard.

Changes were made in Board membership at the January 2021 and June 2021 Board meetings. These changes complied with the AASC Bylaws.

In the January 2021 Board meeting the Board addressed 2 Board members’ attendance. Minutes noted that Mr. Shuriye has participated but not fully and up to the requirements, Mr. Mohamed Yussuf has not attended any meetings. The Board moved to remove Mohamed Yussuf from the Board due to lack of attendance. At the same meeting the Board moved to appoint Jon-Scott Johnson to the Board to take Mohamed Yussuf’s seat.

At the January 2021 Board meeting R. Hull made a motion to appoint Patricia King for the purpose of increasing the Board members to 7. This was approved. Patricia King was elected to the Board in the March 2021 Election.

At the January 2021 Board meeting N. Yussuf made a motion to appoint Jon-Scott Johnson to the Board to take Mohamed's seat

At the June 2021 Board meeting Aaron Schwenzfeier was removed as a teacher Board member due to his ending employment with AASC. Andrew Grimsley nominated Aaron Schwenzfeier to be a community member on the school board. This was approved.

Board Officers were elected during the May 2021 Board Meeting after newly elected members were seated. Andrew Grimsley as the Board Chair, Patricia King as Vice Chair, Jon-Scott Johnson as Treasurer, Rebecca Hull as Secretary.

Information in the roster is from the school’s Annual Report on pages 4-5. Roster information is found on the school’s website at: <https://athlosstcloud.org/about-athlos/governing-Board/>

FY20 Board Roster of all Board Members during FY20 (July 1, 2020 – June 30, 2021):

Member Name	Position	Seat Type	Committee	Term Start	Term End	Email
Andrew Grimsley	Vice Chair	Community Member	Governance Committee	May 2019	Apr 2022	agrimley@athlosstcloud.org
Rebecca Hull	Treasurer	Teacher Member	Governance Committee	May 2018	Apr 2021	rhull@athlosstcloud.org
Mohammed Yussef	Member	Community Member			Removed 1/2021	
John Scott Johnson	Member	Community Member	Finance Committee	Appointed 1/2021 (May 2019)	Apr 2022	jjohnson@athlosstcloud.org
Aaron Schwenzfeier	Member	Community Member	Personnel Committee	Sep 2021	Apr 2023	aschwenzfeier@athlosstcloud.org
Hassan Shuriye	Member	Parent Member	Finance Committee	Sep 2021	Apr 2023	hshuriye@athlosstcloud.org
Noor Yussuf	Member	Community Member		Sep 2019	Apr 2022	nyussuf@athlosstcloud.org
Patricia King	Member	Community Member		Appointed 1/2021	7th member	From Board minutes

Standard 2	
The Board of Directors has the necessary knowledge to carry out the responsibilities contained in Minn Stat 124E.07, Subd. 6. (Duties), including knowledge in finance/budget, policy/legal, personnel/employment, and education.	
	0 = The Board does not have a plan to ensure Board members have the necessary knowledge;
	1 = the Board has a partial plan to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education;
X	2 = the Board has a thorough plan to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education.
Data Source: Board Development and/or Board Training Plan and/or Training Table or Calendar, Board Development Committee minutes, Board minutes, Annual report, School website	

STANDARD 2 ANALYSIS

The School met this standard.

Absent an updated 2020-2021 Board training plan, there is evidence from Board minutes that the Board planned for training of Board members in 2020-2021. Training was conducted during the following Board meetings.

- July 2020 meeting training on Committees of the Board
- August 2020 meeting training on ESP evaluation tool
- January 2021 meeting training on Board Goals
- February 2021 meeting training on Meeting Minutes
- March 2021 meeting training on Board Member Self-Evaluations
- June 2021 meeting training on Board Officer Roles

Standard 3	
The Board adheres to an orientation process for bringing on new members.	
	0 = The Board does not have a membership orientation process for new Board members;
	1 = the school Board has a process for the orientation of new Board members, but it is not consistently followed;
X	2 = the Board adheres to a thorough process for the orientation of new Board members.
Data Source: Board Minutes, Interview, Board Development Plan and/or Board Training Plan, Interview	

STANDARD 3 ANALYSIS

The School met this standard. The Athlos Academy of St. Cloud Board institutes and follows an orientation process for bringing on new members. New member orientation was given by Jill Turgeon.

Standard 4	
The Board of Directors complies with initial and ongoing training requirements set forth in Minn. Stat 124E.07, Subd 7 (Training): governance, financial, and employment policies and practices.	
	0 = More than one Board member did not fully comply with Minnesota law regarding Board training requirements;
	1 = one Board member did not fully comply with Minnesota law regarding Board training requirements and was removed;
X	2 = all Board members comply with Minnesota law regarding Board training requirements.
Data Source: Annual report, School website, Board minutes and documents	

STANDARD 4 ANALYSIS

The School met this standard.

All Board members complied with Minnesota law regarding Board training requirements. The Board receives training at each Board meeting, in addition to participating in external training opportunities.

FY21 Initial Board Training Report:

Board Member Name	Governance Basic Training Completed	Finance Basic Training Completed	Employment Basic Training Completed	Dates, locations and trainers
Andrew Grimsley	X*	X*	(previously completed)	June 2020- AASC/Turgeon; June 4, 2020- AASC/Knicely
Rebecca Hull	X*	X*	(previously completed)	June 2020- AASC/Turgeon; June 4, 2020- AASC/Knicely
Noor Yussuf	X*	X*	(previously completed)	June 2020- AASC/Turgeon; June 4, 2020- AASC/Knicely
Aaron Schwenzfeier	X*	(previously completed)	(previously completed)	June 2020- AASC/Turgeon
Hassan Shuriye	X	X	Have until March 2021 to complete	June 2020- AASC/Turgeon; June 4, 2020- AASC/Knicely
Mohamed Yussuf	Absent	X	Have until May 2021 to complete	June 4, 2020- AASC/Knicely

*This is a supplemental training. They completed their initial training previously.

FY21 Ongoing (Annual) Board Training Report

Board Member	Training
Andrew Grimsley	Conduct Financial Oversight- Pupil Units
	MN Charter Board Training and Development Grant Project May 2020
	Conduct Financial Oversight- Fund Balance
	MN Charter Board Training and Development Grant Project May 2020
Rebecca Hull	Conduct Financial Oversight- Pupil Units
	MN Charter Board Training and Development Grant Project May 2020
	Conduct Financial Oversight- Fund Balance
	MN Charter Board Training and Development Grant Project May 2020
John-Scott Johnson	Conduct Financial Oversight- Pupil Units

	MN Charter Board Training and Development Grant Project May 2020
	Conduct Financial Oversight- Fund Balance
	MN Charter Board Training and Development Grant Project May 2020
	Minnesota Association of Charter School's Board Training September 2019
	-The Board's Role and Responsibilities
Aaron Schwenzfeier	Conduct Financial Oversight- Pupil Units
	MN Charter Board Training and Development Grant Project May 2020
	Conduct Financial Oversight- Fund Balance
	MN Charter Board Training and Development Grant Project May 2020
Hassan Shuriye	Conduct Financial Oversight- Pupil Units
	MN Charter Board Training and Development Grant Project May 2020
	Conduct Financial Oversight- Fund Balance
	MN Charter Board Training and Development Grant Project May 2020
Noor Yussuf	Conduct Financial Oversight- Pupil Units
	MN Charter Board Training and Development Grant Project May 2020
	Conduct Financial Oversight- Fund Balance
	MN Charter Board Training and Development Grant Project May 2020
Patricia King	February 2021 Board meeting training on Meeting Minutes. March 2021 Board meeting training on Board Member Self-Evaluations June 2021 Board meeting training on Board Officer Roles All provided by Jill Turgeon.

In the February Board Meeting Jill Turgeon presented information on the who, what, where, why of the Board meeting minutes as presented in the information in the Board packet.

In the March Board Meeting Jill Turgeon presented training on Board Member Self-Evaluations.

In the June Board Meeting Jill Turgeon presented training on Board Officer Roles.

Standard 5	
The Board of Directors completes a self-evaluation each year.	
	0 = Board does not self-evaluation
	1 = Board completes informal self-evaluations during one or more Board meeting(s)
X	2 = Board completes a formal self-evaluation each year
Data Source: Board Minutes, Board Development Committee minutes	

STANDARD 5 ANALYSIS

The School met this standard. The school provided the Board Self Evaluation document which summarizes the results of the self-evaluation across the following areas: Board relations, Board relations with the school director, Board relations with the staff, Board relations with the community, and policy development. The Board conducted its self-evaluations focused on standard topics and on finding gaps in training to improve as a Board. The forms were reviewed at the March 2021 Board meeting and due by the June 2021 Board meeting.

Section 2: Board Practices

Standard 6	
The Board of Directors will comply with MN Open Meeting Law, Chapter 13D, and maintains a quorum for all Board meetings.	
X	0 = The Board has 2 or more infractions of MN Open Meeting Law;
	1 = the Board has 1 infraction of MN Open Meeting Law;
	2 = the Board has no infractions of MN Open Meeting Law.
Data Source: Monthly Logs of Meeting Minutes, Meeting Minutes, Interview	

STANDARD 6 ANALYSIS

The School did not meet this standard. There were two instances noted of open meeting law concerns. Monthly logs of school Board meeting minutes provided evidence that the school maintained a quorum for scheduled Board meetings.

Chairman Grimsley acknowledged that they did not meet the 3-day notice for Special meeting held at 4 pm on Wednesday, June 30. They posted the notice on the school doors Monday, June 28 at 12:30 p.m. VOA-MN also did not receive an announcement.

Also, at the regular June 2021 Board meeting, the Board moved to hold a closed meeting. The Executive Director stated he was evaluated by the Board during the June 2021 Board Meeting. The Board Minutes noted a closed meeting but the purpose of the meeting was not announced. The July 2021 Board Minutes did not report on the closed meeting. This was also a violation of the Open Meeting Law. The Board ended the closed session and resumed the rest of the public meeting.

Standard 7	
The Board regularly reviews, updates, and approves its bylaws. The bylaws are consistent with state law.	
	0 = Bylaws are inconsistent with state statute;
	1 = the bylaws are consistent with state statute but have not been reviewed regularly;
X	2 = the bylaws are consistent with state law and the Board reviews them regularly.
Data Source: School's website, Board minutes, Bylaws, Interview	

STANDARD 7 ANALYSIS

The School met this standard.

The Board Chair confirmed that their bylaws are up to date and consistent with state law. Previously Bylaws were revised 9/26/2016. At the February 2021 Board meeting the minutes recorded that the Governance Committee started reviewing the bylaws.

Each Board member has a binder and digital version of bylaws and school office binder contains the bylaws. Bylaws were reviewed in FY20 to discuss Board membership and elections.

<https://1.cdn.edl.io/6t7mVykThKnNYAuvoCJ6qQuYSS57SVr03drL60QO1X2TMoAo.pdf>

Standard 8	
The Board of Directors adheres to Board member election requirements set forth by state statute*.	
	0 = Election requirements were not met;
X	2 = all requirements were met.
Data Source: Board Minutes, Bylaws, Board Policies, Interview	

STANDARD 8 ANALYSIS

The School met this standard.

At the January 2021 Board meeting plans for the Board election were announced with 2 members up for election: Hassan Shuriye and Rebecca Hull. The election would take place during the March meeting. The election results for three seats were reported in the March 2021 minutes. The Board ratified the election. At the June 2021 Board meeting the following people were elected to Board offices by Board members: Andrew Grimsley as Board chair, Pat King as Vice Chair, Kerin Helmke as treasurer, and Rebecca Hull as Board secretary.

Minnesota Statutes 124E.07 Subdivision 2 Requirements	Evidence
According to, the ongoing Board must be elected before the school completes its third year of operation.	Not applicable
The Board elections must be held during the school year but may not be conducted on days when the school is closed.	Election date and day(s): March 19, 2021 School was in session.
A charter school must notify eligible voters of the school Board election dates at least 30 days before the election.	Date of notice: January Board meeting. Date of election: March 19, 2021 Notice was 30 days before the election.
Staff members employed at the school, members of the Board of directors, and all parents or legal guardians of children enrolled in the school are eligible voters.	Eligible voters were notified and encouraged to vote.

Standard 9	
The Board conducts an annual evaluation (including all aspects of the position description) of the performance of the school leader through a defined annual evaluation process.	
	0 = The Board did not complete an annual evaluation of the school leader;
	1 = the Board completed an evaluation of the school leader but not on all aspects of the job description;
X	2 = the Board completed a formal evaluation of the school leader including all aspects of the job description.
Data Source: Annual Report, Board Minutes, Committee Minutes, Board documentation	

STANDARD 9 ANALYSIS

The School met this standard. At the March 2021 meeting, Randy Vetch was approved and hired as executive director. In the May 2021 meeting, the Board contracted with Jen Geraghty to be the interim director.

The Executive Director stated he was evaluated by the Board during the June 2021 Board Meeting. The Board Minutes noted a closed meeting but the purpose of the meeting was not announced. The July 2021 Board Minutes did not report on the closed meeting.

Description of evaluation:

From the FY21 Annual Report, page 10: “The governing Board oversees and consults on Athlos Academies’ evaluation of the school leader of Athlos Academy of St. Cloud. This evaluation process includes a self-assessment utilizing a rubric aligned to Minnesota’s core competencies for school principals. This self-assessment informs a conference and goal-setting process between the school leader and his/her manager at Athlos Academies. These goals form the basis of future evaluations. The evaluation process includes formal and informal observations and the gathering of artifacts and other evidence to support progress toward the school leader’s identified goals. The governing Board chair participates in mid-year and end-of-year evaluation conferences between the school leader and his/her manager at Athlos Academies and reports the results of the evaluation to the governing Board.”

Standard 10	
The Board has a Board-approved professional development plan for the school director (if applicable as required by Minn. Stat. 124E.12, Subd. 2*).	
	0 = A professional development plans for the non-licensed individual(s) was not documented in the school's annual report;
X	2 = a professional development plan for the non-licensed individual(s) was documented in the school's annual report or the school's director holds an administrative license.
Data Source: Annual Report, Board minutes, Board chair communication.	

* Minn. Stat. 124E.12, Subd. 2*(b) The Board of directors and an individual who does not hold a valid administrative license and who serves in an administrative, supervisory, or instructional leadership position shall develop a professional development plan. The school's annual report must include public personnel information documenting the professional development plan.

STANDARD 10 ANALYSIS

The School met this standard.

The Executive Director Randy Vetsch is a licensed K-12 Principal License Folder #322593. Based on statute he is not required to have a professional development plan. Instead, his licensure requires regular professional development.

Standard 11	
The Board of Directors monitors the organization's adherence to school Board policies.	
	0 = Meeting minutes include no evidence of the Board monitoring the organization's adherence to school Board policies;
	1 = meeting minutes includes one or two examples of the Board monitoring the organization's adherence to school Board policies;
X	2 = meeting minutes include three or more examples of the Board monitoring the organization's adherence to school Board policies.
Data Source: Board Meeting Minutes, Interview	

STANDARD 11 ANALYSIS

The School met this standard.

The School Board utilizes policies and monitors the application of policies in its work throughout the year. Examples include:

- Examining Board policy related to Board structure.
- Holding officer elections.
- Reviewing Board member training requirements and Board member roles and responsibilities.
- Monitoring compliance to open meeting law.
- Planning and organizing elections.
- Making Board appointments and filling vacancies.
- Monitoring Board training.

In the February 2021 Board meeting the Governance Committee discussed formatting and verbiage changes on 3 different policies: hazard training, enrollment and lottery, and intent to return, and for policy 5604 to clarify the policy language regarding field trips.

In the April 2021 Board meeting the Governance Committee reported reviewing policies 2004-2007. Discussion focused on the travel policy and a compliance notification that needs to be submitted by the Executive Director.

In the May 2021 Board meeting there was public comment regarding Policy 2006 that changes wording for virtual meetings and the process for making a public comment.

Standard 12	
The Board of Directors complies with Federal data practices law and the Minnesota Data Practices Act (Minn. Stat. Chapter 13)*.	
	0 = Data practice policies are not fully in place;
	1 = Data practice policies are in place in accordance with state statute but staff were not trained in Data Practices;
X	2 = Data practice policies are in place in accordance with state statute and staff are appropriately trained in Data Practices.
Data Source: Board minutes, VOA Visit Review	

* Minnesota Data Practices Act (Minn. Stat. Chapter 13), Minnesota Rules, Chapter 1205, Official Records Act (Minn. Stat., section 15.17), Records Management Statute (Minn. Stat., section 138.17), and FERPA and HIPPA laws. See https://mn.gov/admin/assets/dpintro_tcm36-309355.pptx , <https://mn.gov/admin/data-practices/data/types/education/>, Federal law for FERPA (<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>).

STANDARD 12 ANALYSIS

The School met this standard. Data practices are in place and appropriate people have been trained.

The Board works to comply with the Minnesota Data Practices Act in several ways.

The school has the following data practices policies:

- Public Access to Government Data Policy (#8007). This established policies and procedures Athlos Academy of St. Cloud follows when responding to public requests for government data.
- Access to Private Data Policy (#8008). This established policies and procedures Athlos Academy of St. Cloud to manage private data for students and staff and for requests regarding private data. This includes the Tennessee Warning practice.
- Protection and Privacy of Pupil Records (#5105) established policies and procedures on the collection, maintenance and dissemination of pupil records and protecting family privacy rights. This covers FERPA rules and distinguishing between private data and summary data.
- Public and Private Employee Records (#4004) distinguishes between public and private employee records and sets policies and procedures for Athlos Academy of St. Cloud to follow to protect and manage this information.

The School Board ensures the school follows these requirements - student and employee privacy, readiness to respond to data requests, and is effective to separate public from private information and data.

The school Board ensures the school follows these requirements - student and employee privacy, readiness to respond to data requests, and is effective to separate public from private information and data.

Delegated parties responsible for implementing policies are:

Randy Vetsch is Responsible Authority.

Kate Hill is the Data Practices Compliance Official and Amy Durkas Data Practice Designee.

Standard 13	
The Board of Directors provides ongoing oversight of school academic performance.	
	0 = less than half of the Board meeting minutes or less include evidence of oversight of school academic performance;
	1 = at least half of the Board meeting minutes include evidence of oversight of school academic performance;
X	2 = meeting minutes include evidence of regular oversight of school academic performance.
Data Source: Board Minutes	

STANDARD 13 ANALYSIS

The School met this standard.

The School Board monitored academic performance at Board meetings regularly either as an agenda item or as part of the Director’s report.

At the August 2020 Board meeting the Executive Director reported work to complete the school COVID learning model for the new school year. Also discussed the AASC reopening plan.

At the October 2020 Board meeting the Executive Director reported the changes in the learning models to address COVID requirements and that distance learning was going well.

At the November 2020 Board meeting the Board approved the FY2020 Annual Report.

At the December 2020 Board meeting the Executive Director reviewed the FY2020 Annual Report including academic performance.

At the January 2021 Board meeting the Executive Director highlighted some of the academic, operational, and finance goals of the school prepared by the leadership team for the Board.

At the January 2021 Board meeting the Executive Director reported on recent academic assessment results. The Board also approved increases to 3rd and 7th grade enrollment caps.

Standard 14	
The school maintains a high level of parent, teacher and student satisfaction rates based on school conducted surveys and student/faculty retention rates.	
X	0 = Less than two of three criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates;
	1 = Two of three criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates;
	2 = All of the following criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates.
Data Source: Annual Report, Board Minutes, School data, Interview	

STANDARD 14 ANALYSIS

The School did not meet this Standard.

A parent satisfaction survey was not administered.

The student retention rate was 83% (second year at this rate).

The teacher retention rate was 60.5% based on 26/43 teachers that returned.

Section 3: Board Documentation and Communications

Standard 15	
Board documents are distributed to all Board members at least 3 days prior to a Board meeting.	
	0 = Board documents were not distributed to all Board members three or more times;
	1 = Board documents were not distributed to all Board members one or two times;
X	2 = Board documents were distributed to all Board members at least 3 days prior to each Board meeting.
Data Source: Monthly Board Minute Review Logs, Board chair statement	

STANDARD 15 ANALYSIS

The School met this Standard. VOA meeting minute logs confirms that the school has regularly adhered to providing information 3 days in advance of regular Board meetings.

Standard 16	
The Board of Directors maintains a Board Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements; and statutory requirements for posting Board related information on the school's website*.	
	0 = information is incomplete in the binder or on the school's website;
X	1 = complete information is available both in a binder and on the school's website but there are 1-2 incidents of incomplete information;
	2 = a complete Board Documents Binder is kept includes meeting minutes, bylaws and articles of incorporation and financial statements; and the school's website includes the statutory requirements for posting Board-related information.
Data Source: School Website	

STANDARD 16 ANALYSIS

The School partially met this standard.

An inspection of the website did not find the 2020-2021 Annual Report and WBWF Report posted. Prior year reports are present at <https://athlosstcloud.org/about-athlos/governing-Board/#authorizer-charter>.

Board meeting minutes at times were not visible on the school's Website or very difficult to find.

The School Board has a Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements and is located in the school office records room for public access and all Board members have digital access to it. Board documents can also be found at the school's Web site at: <https://athlosstcloud.org/about-athlos/governing-Board>

Statutory Requirement	Link
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i> : (1) the meeting minutes of the Board of directors and of members and committees having Board-delegated authority, for at least 365 days from the date of publication;	There have been instances of board minutes not being accessible on the school's website. Board minutes are now accessible from the link below.: https://athlosstcloud.org/about-athlos/governing-Board/#authorizer-charter

Statutory Requirement	Link
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i> : (2) directory information for the Board of directors and for the members of committees having Board-delegated authority;	https://athlosstcloud.org/about-athlos/governing-Board/#authorizer-charter
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i> : (3) identifying and contact information for the school's authorizer.	https://athlosstcloud.org/about-athlos/governing-Board/#authorizer-charter
124E.11 Subd. 3 (b) The charter school must develop and publish, including on its <i>Web site</i> , a lottery policy and process that it must use when accepting pupils by lot.	https://1.cdn.edl.io/lzt933mtYUvcWRq9E0EUbIExEaAcOWX0xZhf7ScWoK7hIG56.pdf
124E.13 Subd. 3. (b) (3) post on the school <i>Web site</i> the name, mailing address, bylaws, minutes of Board meetings, and names of the current Board of directors of the affiliated nonprofit building corporation	The school does not have an affiliated building company.
124E.16 Subd. 2. Annual public reports. (a)... A charter school must post the annual report on the school's official <i>Web site</i> .	The annual report was not posted as of January 11, 2022, at: *see below) https://athlosstcloud.org/about-athlos/governing-Board/#authorizer-charter
124E.12 (b) A charter school Board or a cooperative of teachers that provides group health insurance coverage must establish and publish on its <i>Web site</i> the policy for purchasing group health insurance coverage. A charter school Board policy must include a sealed proposal process, which requires all proposals to be opened at the same time. Upon opening the proposals according to the school or cooperative policy, the proposals become public data under chapter 13.	https://athlosstcloud.org/wp-content/uploads/bsk-pdf-manager/2018/12/7104-Procurement-Policy.pdf

*Screenshot taken on 1/11/22:

- Board Members
- Board Goals
- Committees
- Bylaws
- Authorizer
- Financials

Authorizer

Charter School Authorizing Program

Volunteers of America – Minnesota
924 – 19th Avenue South
Minneapolis, MN 55404
612-270-1998
www.voamn.org

- [Charter School Contract](#)
- [2017-2018 Annual Report](#)
- [2018-2019 Annual Report](#)
- [2019-2020 Annual Report](#)
- [WBWF and AI Combined Report 2018-19](#)
- [WBWF and AI Combined Report 2019-20](#)

Standard 17	
The Board has a policy review calendar and reviews and updates its policies as needed or required by state law.	
	0 = Board does not have a calendar/plan for policy review and/or reviews policies at half or fewer of the regular meetings;
	1 = the Board has a policy review calendar/plan and reviews policies at half or fewer of the regular Board meetings;
X	2 = the Board has a thorough policy review calendar/plan and review policies as a regular component of regular Board meetings.
Data Source: SCHOOL Website, Annual Report, Board Minute Review Log, Board Minutes, VOA Visit Review, Governance Committee Minutes, Interview	

STANDARD 17 ANALYSIS

The School met this standard. Jill Turgeon and the Executive Director go through all the policies together and bring them to the Governance Committee for review. Any needed changes would go to the Board for approval.

The Board has a Governance Committee to ensure that the Governing Board continues to develop professionally and holds itself accountable to best practices in governance.

Tasks of this committee include:

- Develop and execute fair Board member recruitment practices.
- Identify the skills and experience needed by the Board to effectively govern the school and recruit members to that end.
- Ensure that each Board member participates in an effective orientation.
- Ensure that each Board member participates in meaningful ongoing training.
- Ensure that the Governing Board participates in an annual self-evaluation of effectiveness.
- Assist the Board in setting measurable goals and tracking progress regularly.
- Planning and facilitating an annual Governing Board retreat for the purpose of deeper learning.
- Ensure compliance with authorizer's governance standards.
- Facilitate the policy review process.
- Regularly report to the Governing Board and annually evaluate the effectiveness of the committee.

At the August 2020 Board meeting the Governance Committee chair reported on progress with policy reviews.

At the December 2020 Board meeting the Governance Committee presented their review and suggested changes to policies 2005 (Conflict of Interest), 2006 (Public Participation in Meetings) to the Board.

At the February 2021 Board meeting the Governance Committee presented minutes reporting on formatting and wording changes on hazard training, enrollment and lottery, intent to return policies, and policy 5604 regarding field trips.

At the May 2021 Board meeting the Governance Committee recommended changes to Policy 2007 regarding state reimbursement and lodging for Board members. It recommended changing the wording in Policy 2005 (Conflict of Interest) and changing the wording for virtual meetings and the process for making a public comment in Policy 2006 (Public comment).

At the June 2021 Board meeting the Board approved Policy 2005 and Policy 2006 in the consent agenda.

**VOA GOVERNANCE REPORT FOR
ATHLOS LEADERSHIP ACADEMY**

(Reflecting the time period from July 1, 2020 – June 30, 2021.)

School: Athlos Leadership Academy

10100 Noble Parkway North, Brooklyn Park, MN 55443

Phone: (763) 777-8942

www.athlosbrooklynpark.org

Principal: Jennifer Geraghty

Email: jennifer_geraghty@athlosbrooklynpark.org

Phone: (763) 777-8942

Board Chair: Ann Marie DeGroot

Email: ann.marie.degroot@gmail.com

Phone: (612) 201-8318

Section 1: Board Structure and Development

Standard 1	
The Board of Directors met its governance model requirements laid out in its bylaws and membership requirements as required by Minnesota Statute*.	
	0 = The Board structure does not meet bylaws and/or state statute;
	1 = the Board did not meet requirements for the entire fiscal year;
X	2 = the Board structure meets bylaws and state statute.
Data Source: Annual report, School Website, Bylaws	

STANDARD 1 ANALYSIS

The School met this standard.

Following is the Athlos Leadership Academy Board of Directors for FY2021. The school also provided a Board roster on the School’s Website:

Name	Position	Seat Type	Term Start	Term End	Meeting Attendance	Skill Sets
Virginia Anderson	Board Secretary	Community Member	November 17, 2020	June 30, 2023	80%	Education/Special Education
Joy Blanchard	Board Member	Community Member	July 1, 2019	June 30, 2022	90%	Education/Administration
Ann DeGroot	Board Chair	Community Member	November 17, 2020	June 30, 2023	100%	Business, Finance, Public Policy
Farhiyo Olow	Board Member	Parent	November 17, 2020	June 30, 2023	0%	Family Involvement, English Learner Support
Kathryn Phelps	Board Member	Teacher (#416271)	November 17, 2020	June 30, 2023	100%	Education/Assessments

Kathryn Phelps resigned from the Board effective June 30, 2021.

Standard 2	
The Board of Directors has the necessary knowledge to carry out the responsibilities contained in Minn. Stat 124E.07, Subd. 6. (Duties), including knowledge in finance/budget, policy/legal, personnel/employment, and education.	
	0 = The Board does not have a plan to ensure Board members have the necessary knowledge;
	1 = the Board has a partial plan to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education;
X	2 = The Board has a thorough plan to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education.
Data Source: Board Development and/or Board Training Plan and/or Training Table or Calendar, Board Development Committee minutes, Board minutes, Annual report, School website	

STANDARD 2 ANALYSIS

The School met this standard.

The Board submitted an annual plan for ongoing training for FY2021. The Board self-evaluation document was sent out for the March Board meeting.

The Board drafted the 2021-2022 Board Training Plan at the May Board meeting and decided to move forward with training in the areas of Early Childhood programming and the School Nutrition Program.

The Board Meeting Calendar 2021-2022 was approved at the May Board meeting.

Standard 3	
The Board adheres to an orientation process for bringing on new members.	
	0 = The Board does not have a membership orientation process for new Board members;
	1 = the Board has a process for the orientation of new Board members, but it is not consistently followed;
X	2 = the Board adheres to a thorough process for the orientation of new Board members.
Data Source: Board Minutes, Interview, Board Development Plan and/or Board Training Plan, Interview	

STANDARD 3 ANALYSIS

The School met this standard.

The Athlos Leadership Academy Board institutes and follows an orientation process for new Board members. The Board Development Committee mentors newer Board members to support them in their roles.

Standard 4	
The Board of Directors complies with initial and ongoing training requirements set forth in Minn. Stat 124E.07, Subd. 7 (Training): governance, financial, and employment policies and practices.	
	0 = More than one Board member did not fully comply with Minnesota law regarding Board training requirements;
	1 = one Board member did not fully comply with Minnesota law regarding Board training requirements and was removed;
X	2 = all Board members comply with Minnesota law regarding Board training requirements.
Data Source: Annual report, School website, Board minutes and documents	

STANDARD 4 ANALYSIS

The School met this standard.

All Board members complied with Minnesota law regarding Board training requirements in 2020-2021. The school’s Annual Report provided evidence of annual training.

FY21 Initial Board Training, since there were no new members then no initial training was needed.

FY21 Ongoing Board Training:

Board Member	Training
Virginia Anderson	Training: Adopt Required Reports: Annual Report MN Charter Board Training and Development Grant Project 3-16-21 Training: Meet Requirements for Serving English Learners MN Charter Board Training and Development Grant Project 3-16-21 Training: Adopt Required Reports: World's Best Workforce Summary Report MN Charter Board Training and Development Grant Project 3-16-21

Joy Blanchard	<p>Training: Adopt Required Reports: Annual Report MN Charter Board Training and Development Grant Project 11-11-20</p> <p>Training: Meet Requirements for Serving English Learners MN Charter Board Training and Development Grant Project 11-11-20</p> <p>Training: Adopt Required Reports: World's Best Workforce Summary Report MN Charter Board Training and Development Grant Project 11-11-20</p>
Ann DeGroot	<p>Training: Adopt Required Reports: Annual Report MN Charter Board Training and Development Grant Project 6-30-21</p> <p>Training: Meet Requirements for Serving English Learners MN Charter Board Training and Development Grant Project 6-30-21</p> <p>Training: Adopt Required Reports: World's Best Workforce Summary Report MN Charter Board Training and Development Grant Project 6-30-21</p>
Farhiyo Olow	<p>Training: Adopt Required Reports: Annual Report MN Charter Board Training and Development Grant Project 6-29-21</p> <p>Training: Meet Requirements for Serving English Learners MN Charter Board Training and Development Grant Project 6-29-21</p> <p>Training: Adopt Required Reports: World's Best Workforce Summary Report MN Charter Board Training and Development Grant Project 6-29-21</p>
Kathryn Phelps	<p>Training: Adopt Required Reports: Annual Report MN Charter Board Training and Development Grant Project 10-30-20</p> <p>Training: Meet Requirements for Serving English Learners MN Charter Board Training and Development Grant Project 10-30-20</p> <p>Training: Adopt Required Reports: World's Best Workforce Summary Report MN Charter Board Training and Development Grant Project 10-30-20</p>

Standard 5	
The Board of Directors completes a self-evaluation each year.	
	0 = The Board does not complete self-evaluation;
	1 = the Board completes informal self-evaluations during one or more Board meeting(s);
X	2 = the Board completes a formal self-evaluation each year.
Data Source: Board Minutes, Board Development Committee minutes	

STANDARD 5 ANALYSIS

The School met this standard.

The Board completed its self-evaluation on March 23, 2021. The Athlos Leadership Academy Board completes a self-evaluation annually by March in the school year. The Board members complete a rubric where they rate and comment on each governance performance area. Each performance standard has performance indicators listed below it for consideration. They make comments to support their ratings to enhance Board discussion regarding performance standards and performance indicators. Comments include strong points, downfalls, progress being made toward standard, as well as future goals for Board consideration. Each Board member’s form is returned for compilation. The ALA administrator is invited to include comments and insight as well. The Board meets to discuss the results of the self-evaluation, plan for improvements, and to set and agree upon goals for the upcoming year.

Section 2: Board Practices

Standard 6	
The Board of Directors will comply with MN Open Meeting Law, Chapter 13D, and maintain a quorum for all Board meetings.	
	0 = The Board has 2 or more infractions of MN Open Meeting Law;
	1 = the Board has 1 infraction of MN Open Meeting Law;
X	2 = the Board has no infractions of MN Open Meeting Law.
Data Source: Monthly Logs of Meeting Minutes, Meeting Minutes, Interview	

STANDARD 6 ANALYSIS

The School met this standard.

The Board is diligent to follow open meeting law requirements and VOA concurs. Monthly school Board meeting minutes provide evidence that the school maintains a quorum for all Board meetings. Board minutes provided evidence that the Board Meeting Calendar was approved.

Standard 7	
The Board regularly reviews, updates, and approves its bylaws. The bylaws are consistent with state law.	
	0 = Bylaws are inconsistent with state statute;
	1 = bylaws are consistent with state statute but have not been reviewed regularly;
X	2 = bylaws are consistent with state law and the Board reviews them regularly.
Data Source: School’s website, Board minutes, Bylaws, Interview	

STANDARD 7 ANALYSIS

The School met this standard.

Bylaws are reviewed on an annual basis and are consistent with state law. This is confirmed through Board packets and Board minutes. Board members have access to the current bylaws through the “Board Book”. The Board’s most recent annual review of bylaws was noted in the October 5, 2021, meeting minutes.

Standard 8	
The Board of Directors adheres to Board member election requirements set forth by state statute*.	
	0 = Election requirements were not met;
X	2 = all requirements were met.
Data Source: Board Minutes, Bylaws, Board Policies, Interview	

STANDARD 8 ANALYSIS

The School met this standard.

The 2021 Board election was not held due to having no member terms expire in FY2021.

Standard 9	
The Board conducts an annual evaluation (including all aspects of the position description) of the performance of the school leader through a defined annual evaluation process.	
	0 = The Board did not complete an annual evaluation of the school leader;
	1 = the Board completed an evaluation of the school leader but not on all aspects of the job description;
X	2 = the Board completed a formal evaluation of the school leader including all aspects of the job description.
Data Source: Annual Report, Board Minutes, Committee Minutes, Board documentation	

STANDARD 9 ANALYSIS

The School met this standard.

Date of evaluation of school leader: At the June 10, 2021, Board meeting the Board held a closed meeting to review and accept the results of the annual Principal evaluation as conducted by the Personnel Committee.

Description of evaluation: Principal Evaluation System

ALA uses a Principal evaluation tool that directly correlates with the qualifications and job duties within the Principal’s job description, as required by charter law. Therefore, the evaluation is composed of sections including instruction and assessment, human resource and personnel management, financial management, legal and compliance management, effective communication and Board, authorizer, and community relationships. A section titled “effective leadership” was added. Ongoing student achievement data is reported throughout the school year, through Board meetings, and is included in the Principal evaluation process. The evaluation is conducted under the supervision of the Board Personnel Committee. The results of the evaluations are reported on and discussed, by Board members, at Board meetings.

The formal evaluation meetings are also intended as an opportunity to reassess the Principal’s job description and duties and to make recommendations to the Board, if needed, to hire additional administrative staff to take on specific tasks previously assigned to the Principal, therefore, further increasing the Principal’s time spent on instruction and assessment. As well, these meetings are an opportunity to re-assess the role of the School Board in relation to the Principal to ensure that the Principal continues to have the needed operational flexibility to make changes in support of improved teaching and learning.

Standard 10	
The Board has a Board-approved professional development plan for the school director (if applicable as required by Minn. Stat. 124E.12, Subd. 2*).	
	0 = A professional development plans for the non-licensed individual(s) was not documented in the school's annual report;
X	2 = a professional development plan for the non-licensed individual(s) was documented in the school's annual report or the school's director holds an administrative license.
Data Source: Annual Report, Board minutes, Board chair communication.	

* Minn. Stat. 124E.12, Subd. 2*(b) The Board of directors and an individual who does not hold a valid administrative license and who serves in an administrative, supervisory, or instructional leadership position shall develop a professional development plan. The school's annual report must include public personnel information documenting the professional development plan.

STANDARD 10 ANALYSIS

The School met this standard.

Jennifer Geraghty has completed the Principals Academy through NISL and is a member of the ECSU Principals Academy. Her K-12 Principal License folder # is 373563.

Shas been the principal at Athlos Leadership Academy since the fall of 2000. She received her undergraduate degree in Elementary Education from Manchester University. In addition, she holds a Master's Degree in Leadership in Educational Administration, and an Education Specialist Degree in Leadership in Educational Administration. She also holds a first through sixth grade teaching license and a kindergarten through twelfth grade Principal license. Principal Geraghty has a Doctorate in Leadership in Educational Administration.

Standard 11	
The Board of Directors monitors the organization's adherence to school Board policies.	
	0 = Meeting minutes include no evidence of the Board monitoring the organization's adherence to school Board policies;
	1 = meeting minutes includes one or two examples of the Board monitoring the organization's adherence to school Board policies;
X	2 = meeting minutes include three or more examples of the Board monitoring the organization's adherence to school Board policies.
Data Source: Board Meeting Minutes, Interview	

STANDARD 11 ANALYSIS

The School met this standard.

The School Board utilizes policies and monitors the application of policies in its work throughout the year that impact school finances, administrative functions, school governance, and operations. This year they reviewed the following operational policies:

Policy 7.2.1 Board Approval of Vendor Contracts

Policy 7.2.2 Bidding for Services from Authorizer

Policy 7.2.3 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

Policy 7.3.1 Electronic Transfer of Funds

Policy 7.3.2 Expense and Reimbursement for Board and Employees

Policy 7.3.3 Fundraising

Policy 7.3.4 Student Fee Requirements and Prohibitions

Policy 7.5 Annual Audit

Policy 7.6 Prompt Payment of Bills

Policy 7.7 Sale or Purchase of State Property

Policy 7.8 Designation of Depositories
Policy 7.9 Collateral Requirements for Depositories
Policy 7.10 Investments
Policy 7.11 Safekeeping of Investments, Contracts and Agreements
Policy 7.12 Athlos School Meal and Payment Policy
Policy 7.13 Budget Process
Policy 7.14 Loans
Policy 7.15 Financial Reporting as an Internal Control
Policy 7.16 Fiscal Management- Income
Policy 7.17 Guidelines for Use of Finance Policies
Policy 7.18 Credit Cards Policy
Policy 7.19 Fund Balance Policy
Policy 7.20 Disposition of Obsolete Equipment and Materials
Policy 7.21 Extended Day Policy
Policy 7.22 Credit Card Processing and Handling Security Policy

Finance Policies

- Policy 7.1 Segregation of Duties
- Policy 7.12 Athlos School Meal Payment Policy

Standard 12	
The Board of Directors complies with Federal data practices law and the Minnesota Data Practices Act (Minn. Stat. Chapter 13)*.	
	0 = Data practice policies are not fully in place;
	1 = data practice policies are in place in accordance with state statute, but staff were not trained in Data Practices;
X	2 = data practice policies are in place in accordance with state statute and staff are appropriately trained in Data Practices.
Data Source: Board minutes, VOA Visit Review	

* Minnesota Data Practices Act (Minn. Stat. Chapter 13), Minnesota Rules, Chapter 1205, Official Records Act (Minn. Stat., section 15.17), Records Management Statute (Minn. Stat., section 138.17), and FERPA and HIPPA laws. See https://mn.gov/admin/assets/dpintro_tcm36-309355.pptx , <https://mn.gov/admin/data-practices/data/types/education/>, Federal law for FERPA (<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>).

STANDARD 12 ANALYSIS

The School met this standard. The Board works to comply with the Minnesota Data Practices Act in several ways. The school has the following data practices policies:

- The Student Educational Data Policy (5.3.1) defines public and private data for students, who can access this data, under what conditions and what can and cannot be done with this data. It presents the rights students and parents/guardians have to review, request amendment, and other rights regarding student data. It defines what information and data the school can share with various entities and individuals and for what purposes. It defines who is responsible to protect data and how.
- The Tennesen Warning Policy (5.7.1) defines how personal or confidential data and information will be authorized by individuals and collected. It repeats the standard Tennesen warning procedure to inform individuals of the purpose and use of information and, where appropriate, how to obtain an individual's permission or denial for the use of that data or information.

The principal ensures the school follows these requirements - student and employee privacy, readiness to respond to data requests, and is effective in separating the public from private information and data.

Responsible Authority: Jennifer Geraghty

Data Practices Designee: Jennifer Geraghty

Standard 13	
The Board of Directors provides ongoing oversight of school academic performance.	
	0 = Less than half of the Board meeting minutes or less include evidence of oversight of school academic performance;
	1 = at least half of the Board meeting minutes include evidence of oversight of school academic performance;
X	2 = meeting minutes include evidence of regular oversight of school academic performance.
Data Source: Board Minutes	

STANDARD 13 ANALYSIS

The School met this standard.

The Athlos Leadership Academy Board monitors academic performance at meetings as an agenda item, as part of reviewing information found in the Board Packet, or as part of the Principal’s Report. The School’s Annual Report and WBWF Report were reviewed during Board meetings. The Board annually reviews student performance through standardized assessments and tests.

- July 2020: The Board reviewed the 2020-2021 Development Plan for Increased Academic Proficiency.
- August 2020: The Board approved the 2020-2021 Assessment Plan and Assessment Calendar. The Board approved the 2020-2021 Development Plan for Increased Academic Proficiency. The Board approved the 2020-2021 School-wide Professional Development Plan. The Board approved the 2020-2021 K-3 Literacy Plan.
- September 2020: The Board approved the 2020-2021 World’s Best Workforce Plan.
- October 2020: The Board approved the 2019-2020 Annual Report.
- March 2021: The Board provided updates on MCA testing.
- June 2021: The Board reported on the results of K-3 reading proficiency according to spring Fountas and Pinnell scores. The Read Well by Third Grade report has been submitted to MDE.

Standard 14	
The school maintains a high level of parent, teacher and student satisfaction rates based on school conducted surveys and student/faculty retention rates.	
	0 = Less than two of three criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates;
X	1 = two of three criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates;
	2 = all of the following criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates.
Data Source: Annual Report, Board Minutes, School data, Interview	

STANDARD 14 ANALYSIS

The School met this standard.

Evidence included the following data provided by the school or published in its Annual Report.

Parent Satisfaction

According to the parent survey:

- 89% of 521 families were extremely confident, quite confident, or somewhat confident that the school has high standards for their student's academic achievement through the COVID pandemic.
- 92% of 521 families were extremely confident, quite confident, or somewhat confident the teachers and administrators encouraged their students to learn and do their best through the COVID pandemic.

Student Retention

Data is based on end of year Average Daily Membership (ADM) and September 2021 estimates.

School Year	K	1	2	3	4	5	6	7	8	Total # of Students	Attrition / Retention Rates
2020-2021	96	111	110	107	123	111	101	80	94	933	2.98%
2021-2022	86	102	115	108	104	121	89	92	77	894	-2.61%

This table identifies the number of students enrolled at the school and retention rates. According to this data, the school achieved over 80% in student retention.

Teacher Retention

The following table was the calculated teacher retention from the staffing table in the Annual Report from pages 10 to 12:

School Year	# Teachers Employed at End of School Year	# Teachers Returning at Start of Next School Year	Retention Rates
2020-21 to 2021-22	65	44	67.7%

According to this data, the school did not achieve 80% retention rate.

Section 3: Board Documentation and Communications

Standard 15	
Board documents are distributed to all Board members at least 3 days prior to a Board meeting.	
	0 = The Board documents were not distributed to all Board members three or more times;
	1 = the Board documents were not distributed to all Board members one or two times;
X	2 = the Board documents were distributed to all Board members at least 3 days prior to each Board meeting.
Data Source: Monthly Board Minute Review Logs, Board chair statement	

STANDARD 15 ANALYSIS

The School met this standard.

VOA meeting minute logs confirms that the school has regularly adhered to providing information 3 days in advance of Board meetings. Board packets sent to VOA confirmed this in the Board Minute Review Logs.

Standard 16	
The Board of Directors maintains a Board Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements; and statutory requirements for posting Board related information on the school's website*.	
	0 = Information is incomplete in the binder or on the school's website;
	1 = complete information is available both in a binder and on the school's website but there are 1-2 incidents of incomplete information;
X	2 = a complete Board Documents Binder is kept including meeting minutes, bylaws and articles of incorporation and financial statements; and the school's website includes the statutory requirements for posting Board-related information.
Data Source: School Website	

STANDARD 16 ANALYSIS

The School met this standard.

The Athlos Leadership Academy Board maintains all Board files, which includes meeting minutes, bylaws and articles of incorporation and financial statements, and policies in an online format. Members of the public can make data requests by emailing or calling the school. All items required by law are posted on the school webpage for easy access. These documents are accessible to the public and all Board members have digital access to them.

Following are items required to be posted on the School's Website:

Statutory Requirement	Link
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i> : (1) the meeting minutes of the Board of directors and of members and committees having Board-delegated authority, for at least 365 days from the date of publication;	As of November 19, 2021, the last minutes posted were: October 2021 Board minutes. https://www.athlosbrooklynpark.org/apps/pages/index.jsp?uREC_ID=218873&type=d&pREC_ID=532118&afterText=true&dir=2021-2022%20Board%20and%20Committee%20Minutes&includePage=%2Fpages_inc%2FBoard.jsp
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i> : (2) directory information for the Board of directors and	http://www.athlosbrooklynpark.org/apps/pages/index.jsp?uREC_ID=218873&type=d&pREC_ID=532118&af

Statutory Requirement	Link
for the members of committees having Board-delegated authority;	erText=true&dir=/&includePage=%2Fpages_inc%2FBoard.jsp
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i> : (3) identifying and contact information for the school's authorizer.	http://www.athlosbrooklynpark.org/ (bottom of page)
124E.11 Subd. 3 (b) The charter school must develop and publish, including on its <i>Web site</i> , a lottery policy and process that it must use when accepting pupils by lot.	http://www.athlosbrooklynpark.org/ourpages/Policies/ALA%20Policy%205_1_1%20Admissions%20Policy%2012-18-18.pdf An interpretation of this statute may call for a named lottery policy that meets all requirements.
124E.13 Subd. 3. (b) (3) post on the school <i>Web site</i> the name, mailing address, bylaws, minutes of Board meetings, and names of the current Board of directors of the affiliated nonprofit building corporation	The school does not have an affiliated building company.
124E.16 Subd. 2. Annual public reports. (a)... A charter school must post the annual report on the school's official <i>Web site</i> .	https://4.files.edl.io/8da5/10/29/21/205141-2d7ba9c4-1165-4b73-a833-7a0662154923.pdf
World's Best Workforce Report	https://4.files.edl.io/0e80/12/01/21/184045-8c628634-77e1-4637-923b-d703ddb098f9.pdf
124E.12 (b) A charter school Board or a cooperative of teachers that provides group health insurance coverage must establish and publish on its <i>Web site</i> the policy for purchasing group health insurance coverage. A charter school Board policy must include a sealed proposal process, which requires all proposals to be opened at the same time. Upon opening the proposals according to the school or cooperative policy, the proposals become public data under chapter 13.	https://www.athlosbrooklynpark.org/ourpages/Policies//ALA%20Policy%208_11%20Health%20Insurance%205-30-17.pdf

Standard 17	
The Board has a policy review calendar and reviews and updates its policies as needed or required by state law.	
	0 = The Board does not have a calendar/plan for policy review and/or reviews policies at half or fewer of the regular meetings;
	1 = the Board has a policy review calendar/plan and reviews policies at half or fewer of the regular Board meetings;
X	2 = the Board has a thorough policy review calendar/plan and review policies as a regular component of regular Board meetings.
Data Source: SCHOOL Website, Annual Report, Board Minute Review Log, Board Minutes, VOA Visit Review, Governance Committee Minutes, Interview	

STANDARD 17 ANALYSIS

The School met this standard.

School policies can be found on the School’s Website:

https://www.athlosbrooklynpark.org/apps/pages/index.jsp?uREC_ID=218873&type=d&pREC_ID=638468

The school has an annual policy review plan as documented in Board minutes. Some of the policies that the Board has reviewed and/or updated over the past year include:

Policy 7.2.1 Board Approval of Vendor Contracts

Policy 7.2.2 Bidding for Services from Authorizer

Policy 7.2.3 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

Policy 7.3.1 Electronic Transfer of Funds

Policy 7.3.2 Expense and Reimbursement for Board and Employees

Policy 7.3.3 Fundraising

Policy 7.3.4 Student Fee Requirements and Prohibitions

Policy 7.5 Annual Audit

Policy 7.6 Prompt Payment of Bills

Policy 7.7 Sale or Purchase of State Property

Policy 7.8 Designation of Depositories

Policy 7.9 Collateral Requirements for Depositories

Policy 7.10 Investments

Policy 7.11 Safekeeping of Investments, Contracts and Agreements

Policy 7.12 Athlos School Meal and Payment Policy

Policy 7.13 Budget Process

Policy 7.14 Loans

Policy 7.15 Financial Reporting as an Internal Control

Policy 7.16 Fiscal Management- Income

Policy 7.17 Guidelines for Use of Finance Policies

Policy 7.18 Credit Cards Policy

Policy 7.19 Fund Balance Policy

Policy 7.20 Disposition of Obsolete Equipment and Materials

Policy 7.21 Extended Day Policy

Policy 7.22 Credit Card Processing and Handling Security Policy

**VOA GOVERNANCE REPORT FOR
BIRCH GROVE**

(Reflecting the time period from July 1, 2020 – June 30, 2021.)

School: Birch Grove Community School

Address: Post Office Box 2383, Tofte, MN 55615

Phone: 218-663-0170

Website: www.birchgroveschool.com

Board Chair: Judy Motschenbacher

Email: motsch@boreal.org

Phone: 218-663-0017

Director: Diane Blanchette

Email: birchgrove@boreal.org

Phone: 218-663-0170

Section 1: Board Structure and Development

Standard 1	
The Board of Directors met its governance model requirements laid out in its bylaws and membership requirements as required by Minnesota Statute*.	
	0 = Board structure does not meet bylaws and/or state statute;
	1 = Board did not meet requirements for the entire fiscal year;
X	2 = Board structure meets bylaws and state statute.
Data Source: Annual report, School Web site, Bylaws	

STANDARD 1 ANALYSIS

The School met this standard.

The Board of Directors structure meets its governance model requirements laid out in its bylaws and as required by Minnesota Statute. The Board consists of no less than 5 members and no more than 7, with the school Director as an advisory, non-voting position on the Board. One licensed teacher serves on the Board with an optional rotating term. The Board also made committee appointments to the following committees: District Advisory & Academic Excellence Committee; Finance Committee; Fundraising Committee; and Community Service Advisory Council. During this meeting they also reviewed the Annual Report and the Continuous Improvement Plan.

The following table demonstrates that the Board includes a balance of skills and expertise among members.

FY2021 Board Table

Website: <https://www.birchgroveschool.com/School-Board>

The Board Roster is found on pages #11-14 in the Annual Report.

Board Roster of all Board Members during FY21 (July 1, 2020 – June 30, 2021).

Board Member Name	Seat Type (teacher, parent, community)	Officer or Member	Area(s) of Expertise	Elected or Appointed?	Date Seated	Term (from-to)
Judy Motschenbacher	Seat A - Election date: October,	Community Member	Board President	Founder	Re-elected: October,	10/2019-10/2022

	2022				2019	
Skip Lamb	Seat B - Election date: October, 2024	Community Member	Treasurer		Re-elected: October, 2021	10/2021-10/2024
Sara Knottski	Seat C - Teacher Seat - Rotating Term	BGCS Teacher File#487820	Vice President	Education	Seated September 29, 2015	01/2021-01/2023
Kathy Lawrence	Seat A - Election date: October, 2022	BGCS Parent	Member		Re-elected: October, 2019	10/2019-10/2022
Sarena Nelson	Seat B - Election Date: October 2024	BGCS Parent	Secretary		Re-elected: October 2021	10/2021-10/2024
Krystal Singleton	Seat B - Election Date: October, 2022	BGCS Parent	Member		Elected October, 2019	10/2019-10/2022

Standard 2	
The Board of Directors has the necessary knowledge to carry out the responsibilities contained in Minn. Stat 124E.07, Subd. 6. (Duties), including knowledge in finance/budget, policy/legal, personnel/employment, and education.	
	0 = The Board does not have a plan to ensure Board members have the necessary knowledge;
	1 = the Board has a partial plan to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education;
X	2 = The Board has a thorough plan to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education.
Data Source: Board Development and/or Board Training Plan and/or Training Table or Calendar, Board Development Committee minutes, Board minutes, Annual report, School website	

STANDARD 2 ANALYSIS

The School met this standard.

The school submitted a complete Board training plan as an annual submission item.

Standard 3	
The Board adheres to an orientation process for bringing on new members.	
	0 = The Board does not have a membership orientation process for new Board members;
	1 = the School Board has a process for the orientation of new Board members, but it is not consistently followed;
X	2 = School Board adheres to a thorough process for the orientation of new Board members.
Data Source: Board Minutes, Interview, Board Development Plan and/or Board Training Plan, Interview	

STANDARD 3 ANALYSIS

The School met this standard.

The Birch Grove Community School Board chair confirmed the Board provides an orientation process for bringing on new members.

Standard 4	
The Board of Directors complies with initial and ongoing training requirements set forth in Minn. Stat 124E.07, Subd 7 (Training): governance, financial, and employment policies and practices.	
	0 = more than one Board member did not fully comply with Minnesota law regarding Board training requirements;
	1 = one Board member did not fully comply with Minnesota law regarding Board training requirements and was removed;
X	2 = all Board members comply with Minnesota law regarding Board training requirements
Data Source: Annual report, School website, Board minutes and documents	

STANDARD 4 ANALYSIS

The School met this standard.

The following table was compiled from information provided by the school in its 2020-2021 Annual Report on pages 11-14 which demonstrates that all new and existing Board members have met initial training requirements.

Board Member	Governance, Financial, Employee Matters Basic Training – Trainer & Date	Met Requirement?
Judy Motschenbacher	Completed school Board training in Governance, Financial Management and Employee Matters as required by the Minnesota Department of Education. Renewed June 18 & 19, 2010, School Business Solutions, Inc.	Yes
Skip Lamb	Completed school Board training in Governance, Financial Management and Employee Matters as required by the Minnesota Department of Education. Renewed June 18 & 19, 2010, School Business Solutions, Inc.	Yes
Sara Knottski	Completed school Board training in Governance, Financial Management and Employee Matters as required by the Minnesota Department of Education. October 17, 2015, by Ship's Wheel Consulting, LLC.	Yes
Kathy Lawrence	Completed school Board training in Governance, Financial Management and Employee Matters as required	Yes

	by the Minnesota Department of Education. January 15, 2014, Minnesota School Boards Association	
Sarena Nelson	Completed school Board training in Governance, Financial Management and Employee Matters as required by the Minnesota Department of Education. October 17, 2015, Ship's Wheel Consulting, LLC.	Yes
Krystal Singleton	Started initial training in December 2017, with Ship's Wheel Consulting, LLC. March 24, 2018, Completed initial training in Governance, Financial Management, Employee Matters, and in other areas of ongoing Board concerns and responsibilities. A school Board self-review is included in this training. Ship's Wheel Consulting, LLC	Yes

The following table demonstrates that ongoing Board members went above and beyond in meeting training requirements.

Board Member	Date of Training	Trainer, Location	Ongoing Training Event – Topic	Met Requirement?
Judy Motschenbacher	12/21/2020	School audit presentation by Miller McDonald, LLC.		Yes
Judy Motschenbacher	3/15/2021	Minnesota Charter Board Training & Development.	“Adopt a Budget” www.mncharterBoard.com	Yes
Judy Motschenbacher	4/19/2021	Minnesota Charter Board Training & Development.	“Adopt and Follow Bylaws” www.mncharterBoard.com	Yes
Judy Motschenbacher	5/17/2021	Minnesota Charter Board Training & Development.	“Follow Open Meeting” www.mncharterBoard.com	Yes
Judy Motschenbacher	June 16, 17, 18, 2021	VOA Annual Charter School Network Conference		Yes
Skip Lamb	12/21/2020	School audit presentation by Miller McDonald, LLC.		Yes
Skip Lamb	3/15/2021	Minnesota Charter Board Training & Development.	“Adopt a Budget” www.mncharterBoard.com	Yes
Skip Lamb	4/19/2021	Minnesota Charter Board Training & Development.	“Adopt and Follow Bylaws” www.mncharterBoard.com	Yes
Skip Lamb	5/17/2021	Minnesota Charter Board Training & Development.	“Follow Open Meeting” www.mncharterBoard.com	Yes
Sara Knottski	12/21/2020	School audit presentation by Miller McDonald, LLC.		Yes

Sara Knottski	3/15/2021	Minnesota Charter Board Training & Development.	"Adopt a Budget" www.mncharterBoard.com	Yes
Sara Knottski	4/19/2021	Minnesota Charter Board Training & Development.	"Adopt and Follow Bylaws" www.mncharterBoard.com	Yes
Sara Knottski	5/17/2021	Minnesota Charter Board Training & Development.	"Follow Open Meeting" www.mncharterBoard.com	Yes
Kathy Lawrence	12/21/2020	School audit presentation by Miller McDonald, LLC.		Yes
Kathy Lawrence	3/15/2021	Minnesota Charter Board Training & Development.	"Adopt a Budget" www.mncharterBoard.com	Yes
Kathy Lawrence	4/19/2021	Minnesota Charter Board Training & Development.	"Adopt and Follow Bylaws" www.mncharterBoard.com	Yes
Kathy Lawrence	5/17/2021	Minnesota Charter Board Training & Development.	"Follow Open Meeting" www.mncharterBoard.com	Yes
Sarena Nelson	12/21/2020	School audit presentation by Miller McDonald, LLC.		Yes
Sarena Nelson	3/15/2021	Minnesota Charter Board Training & Development.	"Adopt a Budget" www.mncharterBoard.com	Yes
Sarena Nelson	4/19/2021	Minnesota Charter Board Training & Development.	"Adopt and Follow Bylaws" www.mncharterBoard.com	Yes
Sarena Nelson	5/17/2021	Minnesota Charter Board Training & Development.	"Follow Open Meeting" www.mncharterBoard.com	Yes
Krystal Singleton	12/21/2020	School audit presentation by Miller McDonald, LLC.		Yes
Krystal Singleton	3/15/2021	Minnesota Charter Board Training & Development.	"Adopt a Budget" www.mncharterBoard.com	Yes
Krystal Singleton	4/19/2021	Minnesota Charter Board Training & Development.	"Adopt and Follow Bylaws" www.mncharterBoard.com	Yes
Krystal Singleton	5/17/2021	Minnesota Charter Board Training & Development.	"Follow Open Meeting" www.mncharterBoard.com	Yes

Standard 5	
The Board of Directors completes a self-evaluation each year.	
	0 = Board does not self-evaluation
	1 = Board completes informal self-evaluations during one or more Board meeting(s)
X	2 = Board completes a formal self-evaluation each year
Data Source: Board Minutes, Board Development Committee minutes	

STANDARD 5 ANALYSIS

The School met this standard.

The School Board uses a self-evaluation instrument for Board members to fill out. Following the compilation of results from the evaluation, the Board processes the results to improve Board practice. This self-evaluation is completed annually. The Board completes and reviews its self-evaluation at an all-school Board training. In addition, at the end of each Board meeting, the Board completes an evaluation of the meeting. The self-evaluation was completed at the Board meeting on June 14, 2021.

Section 2: Board Practices

Standard 6	
The Board of Directors will comply with MN Open Meeting Law, Chapter 13D, and maintains a quorum for all Board meetings.	
	0 = The Board has 2 or more infractions of MN Open Meeting Law;
	1 = the Board has 1 infraction of MN Open Meeting Law;
X	2 = the Board has no infractions of MN Open Meeting Law.
Data Source: Monthly Logs of Meeting Minutes, Meeting Minutes, Interview	

STANDARD 6 ANALYSIS

The School Board met this standard.

The Board chair stated that the Board is diligent to follow open meeting law requirements. Monthly logs of School Board meeting minutes provided evidence that the school maintained a quorum for scheduled Board meetings.

Standard 7	
The Board regularly reviews, updates, and approves its bylaws. The bylaws are consistent with state law.	
	0 = Bylaws are inconsistent with state statute;
	1 = bylaws are consistent with state statute but have not been reviewed regularly;
X	2 = bylaws are consistent with state law and the Board reviews them regularly.
Data Source: School's website, Board minutes, Bylaws, Interview	

STANDARD 7 ANALYSIS

The School met this standard.

The Board chair confirmed that their bylaws are up to date and consistent with state law. The Board reviews the Bylaws at each Annual Meeting. Each Board member has a binder and digital version of bylaws and school office binder contains the bylaws.

Bylaws can be found online at: <https://www.birchgroveschool.com/Policies-and-Reports> ;
https://tb2cdn.schoolwebmasters.com/acnt_8817/site_511375/Documents/Bylaws-Birch-Grove-.pdf

Standard 8	
The Board of Directors adheres to Board member election requirements set forth by state statute*.	
	0 = Election requirements were not met;
X	2 = all requirements were met.
Data Source: Board Minutes, Bylaws, Board Policies, Interview	

STANDARD 8 ANALYSIS

This school met this standard as there was no school Board election in the 20-21 year as no seats were scheduled for an election.

Standard 9	
The Board conducts an annual evaluation (including all aspects of the position description) of the performance of the school leader through a defined annual evaluation process.	
	0 = The Board did not complete an annual evaluation of the school leader;
	1 = the Board completed an evaluation of the school leader but not on all aspects of the job description;
X	2 = the Board completed a formal evaluation of the school leader including all aspects of the job description.
Data Source: Annual Report, Board Minutes, Committee Minutes, Board documentation	

STANDARD 9 ANALYSIS

The School met this standard.

The review was completed on October 19, 2020, according to the October Board minutes. The FY2021 Annual Report indicated the Board has an evaluation plan for the Director. The School Director Review is conducted by the School Board annually. A Director evaluation form is sent to each Board member in the summer. Then in August/September survey results are presented at a regular School Board meeting. Survey results for the School Director Review were found in Board minutes. The year-end progress on professional goals is also discussed and reviewed at this time. In October of each year, the administration presents a professional development plan for the current year to the Board. The plan is to be goal oriented, citing the action and the measurement for success. The plan is approved by the School Board prior to implementation.

Standard 10	
The Board has a Board-approved professional development plan for the school director (if applicable as required by Minn. Stat. 124E.12, Subd. 2*).	
	0 = A professional development plans for the non-licensed individual(s) was not documented in the school's annual report;
X	2 = a professional development plan for the non-licensed individual(s) was documented in the school's annual report or the school's director holds an administrative license.
Data Source: Annual Report, Board minutes, Board chair communication.	

* Minn. Stat. 124E.12, Subd. 2*(b) The Board of directors and an individual who does not hold a valid administrative license and who serves in an administrative, supervisory, or instructional leadership position shall develop a professional development plan. The school's annual report must include public personnel information documenting the professional development plan.

STANDARD 10 ANALYSIS

The School met this standard.

The professional development plan for the non-licensed school director/administrator(s) was documented in the school's annual report on pages #24-26.

Standard 11	
The Board of Directors monitors the organization's adherence to school Board policies.	
	0 = meeting minutes include no evidence of the Board monitoring the organization's adherence to school Board policies;
	1 = meeting minutes includes one or two examples of the Board monitoring the organization's adherence to school Board policies;
X	2 = meeting minutes include three or more examples of the Board monitoring the organization's adherence to school Board policies.
Data Source: Board Meeting Minutes, Interview	

STANDARD 11 ANALYSIS

The School met this standard.

The School Board utilizes policies and monitors the application of policies in its work throughout the year. Examples include:

- Examining Board policy related to Board membership and committees.
- Reviewing Board member training requirements and Board member roles and responsibilities.
- Monitoring compliance to open meeting law.
- Monitoring evaluation of leadership.
- Applying financial decisions regarding the Fund Balance policy.
- Monitoring World's Best Workforce compliance.
- Planning and organizing elections.
- Monitoring Board training
- Vacations During COVID 19
- Family and Medical Leave.

Standard 12	
The Board of Directors complies with Federal data practices law and the Minnesota Data Practices Act (Minn. Stat. Chapter 13)*.	
	0 = Data practice policies are not fully in place;
	1 = Data practice policies are in place in accordance with state statute, but staff were not trained in Data Practices;
X	2 = Data practice policies are in place in accordance with state statute and staff are appropriately trained in Data Practices.
Data Source: Board minutes, VOA Visit Review	

* Minnesota Data Practices Act (Minn. Stat. Chapter 13), Minnesota Rules, Chapter 1205, Official Records Act (Minn. Stat., section 15.17), Records Management Statute (Minn. Stat., section 138.17), and FERPA and HIPPA laws. See https://mn.gov/admin/assets/dpintro_tcm36-309355.pptx , <https://mn.gov/admin/data-practices/data/types/education/>, Federal law for FERPA (<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>).

STANDARD 12 ANALYSIS

The School met this standard.

The Board works to comply with the Minnesota Data Practices Act in several ways:

1. The school has the following data practices policies:
 - Public and Private Personnel Data #406 provides guidance to school district employees as to the data the school district collects and maintains regarding its personnel.
 - Protection and Privacy of Pupil Records (#515) establishes policies and procedures BGCS will follow regarding public and private student data. This covers FERPA rules and distinguishing between private data and summary data. It establishes the BGCS Records Retention Schedule Policy, which defines when and how what types of records (any form) will be retained, destroyed and requirements for securing records. A schedule for policy review is in place.
2. The school ensures the school follows these requirements - student and employee privacy, readiness to respond to data requests, and is effective to separate public from private information and data.

The school has the following data practice officials:

Responsible Authority: Sarena Nelson

Data Practices Compliance Official: Judy Motschenbacher

Data Practice Designee: Diane Blanchette

Standard 13	
The Board of Directors provides ongoing oversight of school academic performance.	
	0 = less than half of the Board meeting minutes or less include evidence of oversight of school academic performance;
	1 = at least half of the Board meeting minutes include evidence of oversight of school academic performance;
X	2 = meeting minutes include evidence of regular oversight of school academic performance.
Data Source: Board Minutes	

STANDARD 13 ANALYSIS

The School met this standard.

The School Board monitored academic performance at Board meetings regularly either as an agenda item or as part of the Director’s report.

The School Board regularly monitors academic performance through examining academic achievement as an agenda item in Board meetings, in the Director’s Report, in the Annual Report, and at the Annual Meeting.

In their Annual Report, BGCS explained that they use the NWEA MAP Test as its standardized academic assessment tool for student achievement. Testing is conducted 3 times a year (Fall, Winter and Spring) and is used to guide instruction, set learning goal contracts with students and to measure school progress on school-wide goals in the Charter Contract.

Evidence of monitoring the academic program and student results referenced in the following meeting minutes or Director’s Report:

- August 2020: The Board reviewed data collection for the school year 2020-2021 and reviewed the Safe Learning Plan for 2020-2021.
- October 2020: The Board Reviewed Hybrid Plan Implementation and reviewed Fall NWEA MAP Scores. The Board approved the 2019-2020 Annual and World’s Best Workforce Report with changes.
- January 2021: The Board reviewed Governor Announcement/Updated Learning Plan.
- February 2021: The Board reviewed Winter K-5 MAPS scores.
- May 2021: The Board reviewed NWEA MAPS Year End scores.
- June 2021: The Board approved the Q-Comp 20-21 Annual Report.

Standard 14	
The school maintains a high level of parent, teacher and student satisfaction rates based on school conducted surveys and student/faculty retention rates.	
	0 = Less than two of three criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates;
	1 = Two of three criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates;
X	2 = All of the following criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates.
Data Source: Annual Report, Board Minutes, School data, Interview	

STANDARD 14 ANALYSIS

The School met this standard.

The School is small and year to year attrition percentages can fluctuate greatly, but overall, the school has maintained a student enrollment between 26-28. The FY 2021 had an increased enrollment due to many families either pulling their students from nearby districts or families moving to the North Shore during the pandemic. Student enrollment was presented as retention of 80% from FY 2021 to the start of FY 2022 in the Annual Report.

The parent satisfaction rate (strongly agree or agree of 23 responses) was over 95% for all but 1 question presented in the Annual report. That one question was 93%. Many of the highly ranked questions were over 97% favorable.

The teacher survey contained 40 questions. The four teachers responded 100% with strongly agree or agree affirmative for 34 of the questions. 75% responded with strongly agree or agree for 5 questions and 50% responded strongly agree or agree to one question.

Student Retention

The school reported a retention rate of 80%.

Parent Satisfaction

Number of Parents Responding	Number of Parents Satisfied to very satisfied	Satisfaction Rates
23	22	95%

Teacher Retention

School Year	# Teachers Employed at End of School Year	# Teachers Returning at Start of Next School Year	Retention Rates
2020-21 to 2021-22	4	4	100%

Section 3: Board Documentation and Communications

Standard 15	
Board documents are distributed to all Board members at least 3 days prior to a Board meeting.	
	0 = Board documents were not distributed to all Board members three or more times;
	1 = Board documents were not distributed to all Board members one or two times;
X	2 = Board documents were distributed to all Board members at least 3 days prior to each Board meeting.
Data Source: Monthly Board Minute Review Logs, Board chair statement	

STANDARD 15 ANALYSIS

The School met this standard.

VOA meeting minute logs confirms that the school has regularly adhered to providing information 3 days in advance of Board meetings. All meeting notices and packets were on time to the Board.

Standard 16	
The Board of Directors maintains a Board Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements; and statutory requirements for posting Board related information on the school's website*.	
	0 = information is incomplete in the binder or on the school's website;
	1 = complete information is available both in a binder and on the school's website but there are 1-2 incidents of incomplete information;
X	2 = a complete Board Documents Binder is kept includes meeting minutes, bylaws and articles of incorporation and financial statements; and the school's website includes the statutory requirements for posting Board-related information.
Data Source: School Website	

STANDARD 16 ANALYSIS

The School met this standard.

The School Board has a Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements and is located in the school office records room for public access and all Board members have digital access to it. Board documents can also be found at the school's Web site at:

Bylaws, Annual Report, WBWF Report, Authorizer, Board minutes, Policies, Student Handbook, forms and Board member and committee membership information can all be found on the BGCS website.

The School's Website demonstrates compliance with posting required information:

Statutory Requirement	Link
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i> : (1) the meeting minutes of the Board of directors and of members and committees having Board-delegated authority, for at least 365 days from the date of publication;	As of November 19, 2021, the last minutes posted were from September 2021.
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i> : (2) directory information for the Board of	https://www.birchgroveschool.com/School-Board

directors and for the members of committees having Board-delegated authority;	
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i> : (3) identifying and contact information for the school's authorizer.	https://www.birchgroveschool.com/Volunteers-of-America-of-Minnesota
124E.11 Subd. 3 (b) The charter school must develop and publish, including on its <i>Web site</i> , a lottery policy and process that it must use when accepting pupils by lot.	https://drive.google.com/file/d/0B9xCxo7j-Ca1YUVEN0czbEF1NEU/view An interpretation of this statute may call for a named lottery policy that meets all requirements.
124E.13 Subd. 3. (b) (3) post on the school <i>Web site</i> the name, mailing address, bylaws, minutes of Board meetings, and names of the current Board of directors of the affiliated nonprofit building corporation	There is no affiliated building corporation.
124E.16 Subd. 2. Annual public reports. (a)... A charter school must post the annual report on the school's official <i>Web site</i> .	Annual public report (FY2021): https://tb2cdn.schoolwebmasters.com/accent_8817/site_511375/Documents/2020-2021-Annual-and-World's-Best-Workforce-Report.pdf
World's Best Workforce Report	https://tb2cdn.schoolwebmasters.com/accent_8817/site_511375/Documents/2020-2021-Annual-and-World's-Best-Workforce-Report.pdf
124E.12 (b) A charter School Board or a cooperative of teachers that provides group health insurance coverage must establish and publish on its <i>Web site</i> the policy for purchasing group health insurance coverage. A charter school Board policy must include a sealed proposal process, which requires all proposals to be opened at the same time. Upon opening the proposals according to the school or cooperative policy, the proposals become public data under chapter 13.	BGCS does not offer group health insurance coverage. They offer cash in lieu of health insurance to be put towards an independent plan of their choosing.

Standard 17	
The Board has a policy review calendar and reviews and updates its policies as needed or required by state law.	
	0 = Board does not have a calendar/plan for policy review and/or reviews policies at half or fewer of the regular meetings;
	1 = the Board has a policy review calendar/plan and reviews policies at half or fewer of the regular Board meetings;
X	2 = the Board has a thorough policy review calendar/plan and review policies as a regular component of regular Board meetings.
Data Source: SCHOOL Website, Annual Report, Board Minute Review Log, Board Minutes, VOA Visit Review, Governance Committee Minutes, Interview	

STANDARD 17 ANALYSIS

The School met this standard.

The Board Chair stated that the school has an annual policy review plan. Here are some examples:

- January 2021: The Board reviewed Policy 102 Equal Educational Opportunity, Policy 103 Complaints, Policy 104 Mission Statement.
- February 2021: The Board approved Policy 201 Legal Status of the School Board.
- March 2021: The Board reviewed Policy 203.1 School Board Procedures; Rules of Order.
- June 2021: The Board reviewed Policy 410 Family and Medical Leave.

**VOA GOVERNANCE REPORT FOR
FIT ACADEMY**

(Reflecting the time period from July 1, 2020 – June 30, 2021.)

School: FIT Academy

Address: 7200 147th Street West, Apple Valley, MN 55124

Phone: 952-847-3798

Website: www.fitacademymn.org

Director: Claud Allaire

Email: callaire@fitacademymn.org

Phone: 952-847-3798

Board Chair is: Jan Markison

Email: jmarkison@fitacademymn.org

Phone: 612-240-5236

Section 1: Board Structure and Development

Standard 1	
The Board of Directors met its governance model requirements laid out in its bylaws and membership requirements as required by Minnesota Statute*.	
	0 = Board structure does not meet bylaws and/or state statute;
	1 = Board did not meet requirements for the entire fiscal year;
X	2 = Board structure meets bylaws and state statute.
Data Source: Annual report, School Web site, Bylaws	

STANDARD 1 ANALYSIS

The School met this standard.

The Board of Directors structure meets its governance model requirements laid out in its bylaws and as required by Minnesota Statute. The following table demonstrates that the Board includes a balance of skills and expertise among members including business, marketing, legal, accounting, fundraising, human resources, and education.

The FIT Academy Bylaws define these Board membership characteristics: Terms of Board members shall be two years. All Board terms shall begin and end at the regularly scheduled meeting in July. Each seat will be up for election in the April meeting prior to its expiration. New members to the Board shall take their office upon being seated at the first meeting in July.

The roster can be found at the School’s Website: <https://fitacademymn.org/our-school/governance/>

The Annual Report page on page 5 also provided the FY20 Board Roster of all Board Members during FY20 (July 1, 2020 – June 30, 2021).

Standard 2	
The Board of Directors has the necessary knowledge to carry out the responsibilities contained in Minn. Stat 124E.07, Subd. 6. (Duties), including knowledge in finance/budget, policy/legal, personnel/employment, and education.	
	0 = The Board does not have a plan to ensure Board members have the necessary knowledge;
	1 = the Board has a partial plan to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education;
X	2 = The Board has a thorough plan to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education.
Data Source: Board Development and/or Board Training Plan and/or Training Table or Calendar, Board Development Committee minutes, Board minutes, Annual report, School website	

STANDARD 2 ANALYSIS

The school met this standard.

The FIT Academy Board compiles a running document where training is documented. The School provided evidence of a training plan in the Board minutes. The training plan was reviewed in the November 2020 Board meeting and discussed again in the June 2021 Board meeting. Evidence of Board member training is provided in Standard 4.

Standard 3	
The Board adheres to an orientation process for bringing on new members.	
	0 = The Board does not have a membership orientation process for new Board members;
	1 = the school Board has a process for the orientation of new Board members, but it is not consistently followed;
X	2 = School Board adheres to a thorough process for the orientation of new Board members.
Data Source: Board Minutes, Interview, Board Development Plan and/or Board Training Plan, Interview	

STANDARD 3 ANALYSIS

The school met this standard.

The FIT Academy Board has an orientation process for bringing on new members. Their Board orientation includes attending a meeting and a telephone interview with our Board chair prior to running for a Board position. Once a Board member is seated, they meet with the Board chair and school director.

Standard 4	
The Board of Directors complies with initial and ongoing training requirements set forth in Minn. Stat 124E.07, Subd 7 (Training): governance, financial, and employment policies and practices.	
	0 = more than one Board member did not fully comply with Minnesota law regarding Board training requirements;
	1 = one Board member did not fully comply with Minnesota law regarding Board training requirements and was removed;
X	2 = all Board members comply with Minnesota law regarding Board training requirements
Data Source: Annual report, School website, Board minutes and documents	

STANDARD 4 ANALYSIS

The School met this standard.

The following two Board Training tables are from the 2020-2021 Annual Report.

Required Statutory Training Completed by Seated Board Members			
Board Member Name	Governance Basic Training Date / Location / Trainers	Finance Basic Training Date / Location / Trainers	Employment Basic Training Date / Location / Trainers
Jan Markison	1/16/19, FIT Academy	10/17/18, FIT Academy	June 2020, FIT Academy
Nancy Schneider	Athlos July 2015	MACS Oct. 2016	MACS Oct. 2016
Chris Stookey	Booth Law, June 2021	MNCB, Dec. 2020	MNCB, Dec. 2020
Angie Halama	September 2020, MNCB	September 2020, MNCB	September 2020, MNCB
Shannon Baker	9/16/20, MACS	11/19/19, MACS	11/20/19, MACS

FY20 Ongoing (Annual) Board Training Report

Annual Training Completed by FIT Academy Board Members in 2020-21			
Member Name Note "full board" where applicable	Type of Activity	Date	Location
Jan Markison	Governance	June 2021	Booth Law
Nancy Schneider	Finance	March 2020	Bergen KDV
Chris Stookey	Finance & Employment	December 2020	MN Charter Board (MNCB)
Shannon Baker	Finance	March 2020	Bergen KDV
Angie Halama	Finance	Sept. 2020	MNCB

Standard 5	
The Board of Directors completes a self-evaluation each year.	
	0 = Board does not conduct a self-evaluation;
	1 = Board completes an informal self-evaluations during one or more Board meeting(s);
X	2 = Board completes a formal self-evaluation each year.
Data Source: Board Minutes, Board Development Committee minutes	

STANDARD 5 ANALYSIS

The school met this standard.

The FIT Academy Board completes a self-evaluation annually. The Board has a Board reflection survey document to help conduct self-evaluations. Also, Board minutes confirm the Board conducted self-evaluations during the August 2020, September 2020, January 2021, February 2021, March 2021, and April 2021 Board meetings.

Section 2: Board Practices

Standard 6	
The Board of Directors will comply with MN Open Meeting Law, Chapter 13D, and maintains a quorum for all Board meetings.	
	0 = The Board has 2 or more infractions of MN Open Meeting Law;
	1 = the Board has 1 infraction of MN Open Meeting Law;
X	2 = the Board has no infractions of MN Open Meeting Law.
Data Source: Monthly Logs of Meeting Minutes, Meeting Minutes, Interview	

STANDARD 6 ANALYSIS

The school met this standard.

The Board Chair stated that the Board is diligent to follow open meeting law requirements. Monthly logs of School Board meeting minutes provided evidence that the school maintained a quorum for scheduled Board meetings.

Standard 7	
The Board regularly reviews, updates, and approves its bylaws. The bylaws are consistent with state law.	
	0 = Bylaws are inconsistent with state statute;
	1 = bylaws are consistent with state statute but have not been reviewed regularly;
X	2 = bylaws are consistent with state law and the Board reviews them regularly.
Data Source: School's website, Board minutes, Bylaws, Interview	

STANDARD 7 ANALYSIS

The school met this standard.

According to the Bylaws on the School's website the Bylaws were last in the December meeting 2020. Each Board member has a binder and digital version of bylaws and school office binder contains the bylaws. Bylaws can be found online at: <https://fitacademymn.org/?download=11803>

Standard 8	
The Board of Directors adheres to Board member election requirements set forth by state statute*.	
X	0 = Election requirements were not met;
	2 = all requirements were met.
Data Source: Board Minutes, Bylaws, Board Policies, Interview	

STANDARD 8 ANALYSIS

The school did not meet this standard.

Election Day: May 18, 2021

Board Approval of Results: May 18, 2021

The new members (2 community members and 1 new parent member to our Board: Megan Olson, William Schneider, and Rebekah Turner) were to be seated at the June 2021 Board Meeting

Minnesota Statutes 124E.07 Subdivision 2 Requirements	Evidence
According to, the ongoing Board must be elected before the school completes its third year of operation.	Not applicable
The Board elections must be held during the school year but may not be conducted on days when the school is closed.	Election date and day(s): May 18, 2021 School was in session.
A charter school must notify eligible voters of the school Board election dates at least 30 days before the election.	Date of notice: May 13, 2021 Date of election: May 18, 2021 Notice was not at least 30 days before the election.
Staff members employed at the school, members of the Board of directors, and all parents or legal guardians of children enrolled in the school are eligible voters.	The Board chair confirmed that eligible voters were notified and encouraged to vote.

Standard 9	
The Board conducts an annual evaluation (including all aspects of the position description) of the performance of the school leader through a defined annual evaluation process.	
	0 = The Board did not complete an annual evaluation of the school leader;
	1 = the Board completed an evaluation of the school leader but not on all aspects of the job description;
X	2 = the Board completed a formal evaluation of the school leader including all aspects of the job description.
Data Source: Annual Report, Board Minutes, Committee Minutes, Board documentation	

STANDARD 9 ANALYSIS

The school met this standard.

During the May 18th 2021 Board meeting, the Director’s evaluation was discussed and concluded.

Description of evaluation:

The FIT Academy Board has adopted an evaluation process and timeline to evaluate the Executive Director, as stated below:

August/ September

- The FIT Director and BOD Executive Committee (officers) set measurable goals for the Director that are mutually agreed upon for the upcoming school year. This should include a review of the previous year’s evaluation results.
- Goals are approved by the full BOD at the August/September BOD meeting.

March/April

- The BOD presents the staff and parent survey again to the FIT community to measure change (end of year review).
- The survey results are tabulated and shared with the BOD
- The Director may respond verbally and/or in writing to the findings from the survey.
- Board members complete FIT Director Evaluation anonymously and turn it in to the BOD Chair
- The FIT Director will complete a self-evaluation and turn it in to the Board Chair
- The Board Chair will compile the results of the Board and the Director’s self- evaluation and complete an overall summary of each. This includes a generalization of the strengths and weaknesses.

May

- The BOD Chair presents the findings of the individual BOD member evaluations of the FIT Director and the Director's self-evaluation to the full Board.
- The full Board evaluates the performance of the FIT Director.
- Director's review is summarized and recommendation to renew Director's contract is/is not made.

June

- At the regular June BOD meeting, the BOD will offer the FIT Director a contract renewal, if applicable.

Standard 10	
The Board has a Board-approved professional development plan for the school director (if applicable as required by Minn. Stat. 124E.12, Subd. 2*).	
	0 = A professional development plans for the non-licensed individual(s) was not documented in the school's annual report;
X	2 = a professional development plan for the non-licensed individual(s) was documented in the school's annual report or the school's director holds an administrative license.
Data Source: Annual Report, Board minutes, Board chair communication.	

* Minn. Stat. 124E.12, Subd. 2*(b) The Board of directors and an individual who does not hold a valid administrative license and who serves in an administrative, supervisory, or instructional leadership position shall develop a professional development plan. The school's annual report must include public personnel information documenting the professional development plan.

STANDARD 10 ANALYSIS

The school met this standard.

The Executive Director Claud Allaire has a principal's license #334615. Based on statute he is not required to have a professional development plan. Instead, his licensure requires regular professional development.

Standard 11	
The Board of Directors monitors the organization's adherence to school Board policies.	
	0 = meeting minutes include no evidence of the Board monitoring the organization's adherence to school Board policies;
	1 = meeting minutes includes one or two examples of the Board monitoring the organization's adherence to school Board policies;
X	2 = meeting minutes include three or more examples of the Board monitoring the organization's adherence to school Board policies.
Data Source: Board Meeting Minutes, Interview	

STANDARD 11 ANALYSIS

The school met this standard.

The School Board utilizes policies and monitors the application of policies in its work throughout the year. Examples include:

- Examining Board policy related to Board membership and committees.
- Reviewing Board member training requirements and Board member roles and responsibilities.
- Monitoring compliance to open meeting law.
- Monitoring evaluation of leadership.
- Monitoring World’s Best Workforce compliance.
- Planning and organizing elections.
- Monitoring Board training.

Standard 12	
The Board of Directors complies with Federal data practices law and the Minnesota Data Practices Act (Minn. Stat. Chapter 13)*.	
	0 = Data practice policies are not fully in place;
	1 = Data practice policies are in place in accordance with state statute, but staff were not trained in Data Practices;
X	2 = Data practice policies are in place in accordance with state statute and staff are appropriately trained in Data Practices.
Data Source: Board minutes, VOA Visit Review	

* Minnesota Data Practices Act (Minn. Stat. Chapter 13), Minnesota Rules, Chapter 1205, Official Records Act (Minn. Stat., section 15.17), Records Management Statute (Minn. Stat., section 138.17), and FERPA and HIPPA laws. See https://mn.gov/admin/assets/dpintro_tcm36-309355.pptx , <https://mn.gov/admin/data-practices/data/types/education/>, Federal law for FERPA (<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>).

STANDARD 12 ANALYSIS

The School met this standard.

The Board works to comply with the Minnesota Data Practices Act in several ways.

The school has the following data practices policies:

- Public and Private Personnel Data (#406)
- Protection and Privacy of Pupil Records (#515) that together complies with Minnesota and Federal data practices requirements.

The School Board ensures the school follows these requirements - student and employee privacy, readiness to respond to data requests, and is effective to separate public from private information and data.

The Data Practices Responsible Authority (RA) & Designated Authority (DA) is the Executive Director.

The Data Practices Compliance Officer (DPCO) is the Board Chair.

Also, in the August 2020 Board Meeting the Board reappointed the Executive Director as the Responsible Authority.

Standard 13	
The Board of Directors provides ongoing oversight of school academic performance.	
	0 = less than half of the Board meeting minutes or less include evidence of oversight of school academic performance;
	1 = at least half of the Board meeting minutes include evidence of oversight of school academic performance;
X	2 = meeting minutes include evidence of regular oversight of school academic performance.
Data Source: Board Minutes	

STANDARD 13 ANALYSIS

The School met this standard.

The School Board monitored academic performance at Board meetings regularly either as an agenda item or as part of the Director’s report. Additional evidence of monitoring the academic program and student results referenced in the following meeting minutes or Director’s Report such as:

- September 2020: The Board created a schedule for plan development.
- October 2020: The Board discussed the learning modes, elementary were going into full distance learning December 3, 2020. The Board reviewed and approved the Annual Report & World's Best Workforce Report.
- November: Director’s Report: report cards were going out next week.
- January 2021: Director’s Report: discussed the transitioning plan back into the building 5 days a week. The Board reviewed the learning modes transitioning student return to school onsite-the plan outline is for K-5 returning 5 days a week- secondary plan was still in formation based on state recommendations
- March 2021: Director’s Report: Back on site- K-5/ and Hybrid for secondary. Motion was made for the leadership team to authorize changes to hybrid learning for middle school students to 4 days a week contingent on the district’s plan. The Board authorized the leadership team to move forward on a plan for options for summer school to present to the Board at a later date.
- April 2021: The Board approved Summer School, and also approved the Credit Recovery. The Board reviewed the school graduation standards.
- May 2021: The school is moving to core knowledge this fall in grades K-3 and planning to add a grade each year. CKLA is a comprehensive program for reading, writing, listening, and speaking while also building students’ vocabulary and knowledge across essential domains in literature, world and American history, and the sciences.

Standard 14	
The school maintains a high level of parent, teacher and student satisfaction rates based on school conducted surveys and student/faculty retention rates.	
	0 = Less than two of three criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates;
X	1 = Two of three criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates;
	2 = All of the following criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates.
Data Source: Annual Report, Board Minutes, School data, Interview	

STANDARD 14 ANALYSIS

The School partially met this standard.

According to data received from the school, student retention was reported as 74%.

According to the 2020-2021 Annual Report, the school had an 82% employee retention rate from the end of 2020-21 to the beginning of 2021-22.

Parent satisfaction was reported at 72.7%.

Number of Parents Responding	Satisfaction Rates (Satisfied to Very Satisfied)
33	72.7%

Section 3: Board Documentation and Communications

Standard 15	
Board documents are distributed to all Board members at least 3 days prior to a Board meeting.	
	0 = Board documents were not distributed to all Board members three or more times;
X	1 = Board documents were not distributed to all Board members one or two times;
	2 = Board documents were distributed to all Board members at least 3 days prior to each Board meeting.
Data Source: Monthly Board Minute Review Logs, Board chair statement	

STANDARD 15 ANALYSIS

The school partially met this standard.

VOA meeting minute logs confirms that the school has regularly adhered to providing information 3 days in advance of Board meetings, however, July and November packets were received 2 days prior to the meeting.

Standard 16	
The Board of Directors maintains a Board Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements; and statutory requirements for posting Board related information on the school's website*.	
	0 = information is incomplete in the binder or on the school's website;
	1 = complete information is available both in a binder and on the school's website but there are 1-2 incidents of incomplete information;
X	2 = a complete Board Documents Binder is kept includes meeting minutes, bylaws and articles of incorporation and financial statements; and the school's website includes the statutory requirements for posting Board-related information.
Data Source: School Website	

STANDARD 16 ANALYSIS

The School met this standard.

The School Board has a Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements and is located in the school office records room for public access and all Board members have digital access to it. Board documents can also be found at the school's Web site at: <https://fitacademymn.org/our-school/policies/#1479431762134-662b4806-ce01> and <https://fitacademymn.org/our-school/governance/>

The following table provides evidence of posting required information on the School's Website:

Statutory Requirement	Link
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i> : (1) the meeting minutes of the Board of directors and of members and committees having Board-delegated authority, for at least 365 days from the date of publication;	As of December 13, 2021, the most current Board minutes posted were for October 2021. http://fitacademymn.org/our-school/governance/
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i> : (2) directory information for the Board of directors and for the members of committees having Board-delegated authority;	http://fitacademymn.org/our-school/governance/
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i> : (3) identifying and contact information for the school's authorizer.	http://fitacademymn.org/our-school/governance/

<p>124E.11 Subd. 3 (b) The charter school must develop and publish, including on its <i>Web site</i>, a lottery policy and process that it must use when accepting pupils by lot.</p>	<p>lottery policy: http://fitacademymn.org/wp-content/uploads/delightful-downloads/2018/02/530-Enrollment-Policy-Procedures-11_08_17.pdf</p>
<p>124E.13 Subd. 3. (b) (3) post on the school <i>Web site</i> the name, mailing address, bylaws, minutes of Board meetings, and names of the current Board of directors of the affiliated nonprofit building corporation</p>	<p>Not applicable.</p>
<p>124E.16 Subd. 2. Annual public reports. (a)... A charter school must post the annual report on the school's official <i>Web site</i>.</p>	<p>https://fitacademymn.org/for-families/</p>
<p>124E.12 (b) A charter school Board or a cooperative of teachers that provides group health insurance coverage must establish and publish on its <i>Web site</i> the policy for purchasing group health insurance coverage. A charter school Board policy must include a sealed proposal process, which requires all proposals to be opened at the same time. Upon opening the proposals according to the school or cooperative policy, the proposals become public data under chapter 13.</p>	<p>https://fitacademymn.org/?download=12183</p>

Standard 17	
The Board has a policy review calendar and reviews and updates its policies as needed or required by state law.	
	0 = Board does not have a calendar/plan for policy review and/or reviews policies at half or fewer of the regular meetings;
	1 = the Board has a policy review calendar/plan and reviews policies at half or fewer of the regular Board meetings;
X	2 = the Board has a thorough policy review calendar/plan and review policies as a regular component of regular Board meetings.
Data Source: SCHOOL Website, Annual Report, Board Minute Review Log, Board Minutes, VOA Visit Review, Governance Committee Minutes, Interview	

School policies website: <https://fitacademymn.org/our-school/policies/#1479431762134-662b4806-ce01>

STANDARD 17 ANALYSIS

The school met this standard.

The Board Calendar Monthly Tasks document includes review of certain policies.

Their review plan and process for this year included a vetting and revision process resulting in the approval of following policies such as:

Reviewed October and approved November Board Meetings

- 506 Student Discipline
- 514 Bullying

At the January 2021 Board Meeting

- 516 Student Medication Policy
- 522 Student Sex Non-Discrimination Policy

At the February 2021 Board Meeting

- 524 Internet Use Policy

At the March 2021 Board Meeting

- 616 School District Accountability Policy

At the April 2021 Board Meeting

- 616 School District Accountability Policy

- 806 Crisis Management

At the June 2021 Board Meeting

- Reviewed Family and Medical Leave policy

**VOA GOVERNANCE REPORT FOR
GREEN ISLE**

(Reflecting the time period from July 1, 2020 – June 30, 2021.)

School: Green Isle Community School
Address: 190 McGrann St., Green Isle, MN 55338
Phone: 507-326-7144

Website: www.greenislecommunityschool.org

Director: Brandy Barrett
Email: brandy.barrett@greenislecommunityschool.org
Phone: 507-326-7144

Board Chair: Nick Pollack
Email: 6oldplows@gmail.com
Phone: 507-326-7144

Section 1: Board Structure and Development

Standard 1	
The Board of Directors met its governance model requirements laid out in its bylaws and membership requirements as required by Minnesota Statute*.	
	0 = Board structure does not meet bylaws and/or state statute;
	1 = Board did not meet requirements for the entire fiscal year;
X	2 = Board structure meets bylaws and state statute.
Data Source: Annual report, School Website, Bylaws	

STANDARD 1 ANALYSIS

The School met this standard.

The Board meets statutory requirements. The Board roster is located on the Website at <https://www.greenislecommunityschool.org/school-Board>. The School provided a roster on page10 in the FY21 Annual Report. The table below is from the FY21 Annual Report. Some members’ term expiration dates were prior to FY2021.

Name	Board Position	Group Affiliation	Date Elected	Date Seated	Term Expiration	Phone Number	E-Mail Address	Member Meeting Attendance (percent)
Nick Pollack	Board Chair	Parent member	5/13	7/13	6/20	612-756-1874	Pollack.nick@mygics.org	90%
Kayla Simek	Board Secretary	Parent Member	09/19	09/19	06/20	952-913-2173	Simek.Kayla@mygics.org	100%
Colleen Zieher	Treasurer	Community member	2/17	3/17	6/19	612-708-3113	Zeihher.colleen@mygics.org	98%
Holly Hajas	Board Member	Community member	7/17	8/17	6/20	507-326-3961		98%
Jackie Larson	Vice-Chair	Teacher #315876	9/15	10/15	6/18	651-410-4624	Larson.Jackie@mygics.org	100%
Ann Iddings	Board Member	Parent Member	04/19	07/19	06/22	651-231-7111	Iddings.ann@mygics.org	0%
Lindsay Paschke	Ex-Officio	Asst. Director	7/18	7/18	6/21	952-486-9286	Paschke.lindsay@mygics.org	100%
Honey Burg	Ex-Officio	Director				507-326-7144	honey.burg@mygics.org	100%
Serenity Cox	Ex-Officio	Office Manager				507-326-7144	serenity.cox@mygics.org	100%

Standard 2	
The Board of Directors has the necessary knowledge to carry out the responsibilities contained in Minn. Stat 124E.07, Subd. 6. (Duties), including knowledge in finance/budget, policy/legal, personnel/employment, and education.	
	0 = The Board does not have a plan to ensure Board members have the necessary knowledge;
	1 = the Board has a partial plan to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education;
X	2 = The Board has a thorough plan to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education.
Data Source: Board Development and/or Board Training Plan and/or Training Table or Calendar, Board Development Committee minutes, Board minutes, Annual report, School website	

STANDARD 2 ANALYSIS

The School met this standard.

The School Board submitted the 2020-21-GICS-Board Member Training Plan. The school provided assurance that all sitting Board members received required initial training in governance, employment, and finance. Ongoing training and Board education are provided to Board members regularly during Board meetings.

All current Board members had the following training in the December 2020 meeting: Budget/School Finance/ Revenue training provided by Director Burg.

In the January 2021 meeting Director Burg provided training to the Board on the topic of employment.

In the March 2021 meeting a brief overview by Director Burg of MN standards and how they correlate to choosing a new curriculum. Feedback and input from the Educational Advisory/Academic Committee.

Colleen Zeiher attended “Charter School Network Conference” put on by VOA June 16-18, 2021. Certificate of attendance was submitted and key takeaways were shared with the Board; school finance, Board development plan, and check your bias.

Standard 3	
The Board adheres to an orientation process for bringing on new members.	
	0 = The Board does not have a membership orientation process for new Board members;
	1 = the school Board has a process for the orientation of new Board members, but it is not consistently followed;
X	2 = School Board adheres to a thorough process for the orientation of new Board members.
Data Source: Board Minutes, Interview, Board Development Plan and/or Board Training Plan, Interview	

STANDARD 3 ANALYSIS

The School met this standard.

The Board has a manual for onboarding new Board members and for orientation.

Standard 4	
The Board of Directors complies with initial and ongoing training requirements set forth in Minn. Stat 124E.07, Subd 7 (Training): governance, financial, and employment policies and practices.	
	0 = more than one Board member did not fully comply with Minnesota law regarding Board training requirements;
	1 = one Board member did not fully comply with Minnesota law regarding Board training requirements and was removed;
X	2 = all Board members comply with Minnesota law regarding Board training requirements
Data Source: Annual report, School website, Board minutes and documents	

STANDARD 4 ANALYSIS

The School met this standard.

All Board members complied with Minnesota law regarding Board training requirements. Following is the FY21 Initial Board Training Report, from page 11 of the FY21 Annual Report.

REQUIRED STATUTORY TRAINING

COMPLETED BY SEATED BOARD MEMBERS

Board Member Name	Governance Basic Training Completed	Finance Basic Training Completed	Employment Basic Training Completed	Dates, locations and trainers
Colleen Zieher	10/17	10/17	10/17	Booth of Lavro
Holly Harjas	8/19	8/18	8/18	MSBA
Ann Iddings	1/20	9/19	1/20	MACS & MSBA
Nick Pollack	6/10	6/10	6/10	MSBA
Jackie Larson	12/15	12/15	12/15	Chuck Spiker
Lindsay Paschke	10/18	10/18	10/18	MSBA
Kayla Simek	1/20	5/20	1/20	MACS

FY21 Ongoing (Annual) Board Training Report, from page 10 and 11 of the FY21 Annual Report

Annual Training Completed by Board Members in 2020-2021			
Member Name note "full board" where applicable	Type of Activity	Date	Location
Full Board	Ongoing Training Board In-Service: Board Roles, Expectations, & Procedures	Cancelled due to COVID	Green Isle Community School
Full Board	Ongoing Training Board Workshop: The Annual Report	Cancelled due to COVID	Green Isle Community School
Full Board	Board In-Service: Assessment Data	March 22nd, 2021	Green Isle Community School
Full Board	Board Training: Financial Management	December 21, 2020	Green Isle Community School
Full Board	Board Training: Mission, Vision, Focus	Cancelled due to COVID	Green Isle Community School
Full Board	Board Training: Board Governance	February 15th, 2021	Green Isle Community School
Full Board	Board Training: School Policy	Cancelled due to COVID	Green Isle Community School
Full Board	Board In-Service: Charter Law	Cancelled due to COVID	Green Isle Community School
Full Board	Board In-Service: MN MCA's	Cancelled due to COVID	Green Isle Community School
Full Board	Board Workshop: Annual Meeting	Cancelled due to COVID	Green Isle Community School
Full Board	Board Workshop: Satisfaction Surveys	Cancelled due to COVID	Green Isle Community School
Full Board	Board Workshop: Job Descriptions	Cancelled due to COVID	Green Isle Community School
Full Board	Board Workshop: Employment	January 18th, 2021	Green Isle Community School

Standard 5	
The Board of Directors completes a self-evaluation each year.	
	0 = The Board did not complete a self-evaluation.
	1 = the Board completes informal self-evaluations during one or more Board meeting(s);
X	2 = the Board completes a formal self-evaluation each year.
Data Source: Board Minutes, Board Development Committee minutes	

STANDARD 5 ANALYSIS

The School met this standard.

The Board did self-evaluations at the February 15, 2021, April 19, 2021, May 17, 2021, and June 21, 2021, Board Meetings. Board meeting observations confirmed that the Board monitors Board development on an ongoing basis.

Section 2: Board Practices

Standard 6	
The Board of Directors will comply with MN Open Meeting Law, Chapter 13D, and maintain a quorum for all Board meetings.	
	0 = The Board has 2 or more infractions of MN Open Meeting Law;
	1 = the Board has 1 infraction of MN Open Meeting Law;
X	2 = the Board has no infractions of MN Open Meeting Law.
Data Source: Monthly Logs of Meeting Minutes, Meeting Minutes, Interview	

STANDARD 6 ANALYSIS

The School met this standard.

The Board Chair stated that the Board is diligent to follow open meeting law requirements. Monthly logs of school Board meeting minutes provided evidence that the school maintained a quorum for scheduled Board meetings.

Standard 7	
The Board regularly reviews, updates, and approves its bylaws. The bylaws are consistent with state law.	
	0 = Bylaws are inconsistent with state statute;
	1 = bylaws are consistent with state statute but have not been reviewed regularly;
X	2 = bylaws are consistent with state law and the Board reviews them regularly.
Data Source: School’s website, Board minutes, Bylaws, Interview	

STANDARD 7 ANALYSIS

The School met this standard.

Bylaws can be found online at: https://drive.google.com/drive/folders/1owBmSO_-fV2wle6VbjboaUy8zqeMWm3C

The Board Chair stated that their bylaws are up to date and consistent with state law. According to the Bylaws on the School’s website the Bylaws were last revised on June 19, 2018. Each Board member has a binder and digital version of bylaws and the school office binder contains the bylaws. The Board and the School Director reviewed the bylaws in August of 2020 and they intend to update based on that review during FY21.

Standard 8	
The Board of Directors adheres to Board member election requirements set forth by state statute*.	
	0 = Election requirements were not met;
X	2 = all requirements were met.
Data Source: Board Minutes, Bylaws, Board Policies, Interview	

STANDARD 8 ANALYSIS

The School met this standard.

The FY2021 Board Election was held online from May 17th beginning at 8:00am until Monday, May 24th, to 4:00pm.

Minnesota Statutes 124E.07 Subdivision 2 Requirements	Evidence
According to, the ongoing Board must be elected before the school completes its third year of operation.	Not applicable
The Board elections must be held during the school year but may not be conducted on days when the school is closed.	Election date and day(s): May 17-24, 2021 School was in session.
A charter school must notify eligible voters of the school Board election dates at least 30 days before the election.	Date of notice: February 21, 2020 by newsletter. Also, the school office communicated with families and staff starting in February 2020. Date of election: May 17-24, 2021 Notice was at least 30 days before the election.
Staff members employed at the school, members of the Board of directors, and all parents or legal guardians of children enrolled in the school are eligible voters.	The Board chair confirmed that eligible voters were notified and encouraged to vote.

Standard 9	
The Board conducts an annual evaluation (including all aspects of the position description) of the performance of the school leader through a defined annual evaluation process.	
	0 = The Board did not complete an annual evaluation of the school leader;
	1 = the Board completed an evaluation of the school leader but not on all aspects of the job description;
X	2 = the Board completed a formal evaluation of the school leader including all aspects of the job description.
Data Source: Annual Report, Board Minutes, Committee Minutes, Board documentation	

STANDARD 9 ANALYSIS

The School met this standard.

The Director was evaluated in a closed meeting on February 15, 2021. Future plans for Director evaluation were updated at the April 8, 2021 Leadership Development Committee Meeting. A director evaluation survey was to be sent to the full Board. More plans were prepared by the Leadership Development Committee on April 28, 2021. At the June 21, 2021 Board Meeting the 2020-2021 annual director review was completed and included the survey results (of director) by all current Board members.

The FY2021 Annual Report reported on page 14 that a survey was sent to staff and the Board regarding the performance of the Director. Results were shared and compiled with the Board of Directors.

Standard 10	
The Board has a Board-approved professional development plan for the school director (if applicable as required by Minn. Stat. 124E.12, Subd. 2*).	
X	0 = A professional development plans for the non-licensed individual(s) was not documented in the school's annual report;
	2 = a professional development plan for the non-licensed individual(s) was documented in the school's annual report or the school's director holds an administrative license.
Data Source: Annual Report, Board minutes, Board chair communication.	

* Minn. Stat. 124E.12, Subd. 2*(b) The Board of directors and an individual who does not hold a valid administrative license and who serves in an administrative, supervisory, or instructional leadership position shall develop a professional development plan. The school's annual report must include public personnel information documenting the professional development plan.

STANDARD 10 ANALYSIS

The school did not meet this standard.

The professional development plan for the non-licensed Director, Honey Burg, was not documented in the school's 2020-2021 Annual Report.

Standard 11	
The Board of Directors monitors the organization's adherence to school Board policies.	
	0 = Meeting minutes include no evidence of the Board monitoring the organization's adherence to school Board policies;
	1 = meeting minutes includes one or two examples of the Board monitoring the organization's adherence to school Board policies;
X	2 = meeting minutes include three or more examples of the Board monitoring the organization's adherence to school Board policies.
Data Source: Board Meeting Minutes, Interview	

STANDARD 11 ANALYSIS

The School met this standard.

The School Board utilizes policies and monitors the application of policies in its work throughout the year. Examples include:

- Examining Board policy related to Board membership and committees.
- Reviewing Board member training requirements and Board member roles and responsibilities.
- Monitoring compliance to open meeting law.
- Monitoring evaluation of leadership.
- Monitoring World’s Best Workforce compliance.
- Planning and organizing elections.
- Monitoring Board training.
- Updating the Board Policy review schedule

Standard 12	
The Board of Directors complies with Federal data practices law and the Minnesota Data Practices Act (Minn. Stat. Chapter 13)*.	
	0 = Data practice policies are not fully in place;
	1 = Data practice policies are in place in accordance with state statute, but staff were not trained in Data Practices;
X	2 = Data practice policies are in place in accordance with state statute and staff are appropriately trained in Data Practices.
Data Source: Board minutes, VOA Visit Review	

* Minnesota Data Practices Act (Minn. Stat. Chapter 13), Minnesota Rules, Chapter 1205, Official Records Act (Minn. Stat., section 15.17), Records Management Statute (Minn. Stat., section 138.17), and FERPA and HIPPA laws. See https://mn.gov/admin/assets/dpintro_tcm36-309355.pptx , <https://mn.gov/admin/data-practices/data/types/education/>, Federal law for FERPA (<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>).

STANDARD 12 ANALYSIS

The School met this standard.

The Board works to comply with the Minnesota Data Practices Act in several ways.

The school has the following data practices policies:

- Policy_221_0_2012_11_16- Data Practices,
- Policy_406_0_2014_10_23-Public Private Personnel Data,
- Policy_515_0_2015_02_19-Protection Privacy Pupil Records.

- Responsible Authority: Serenity Cox
- Data Practices Designee: Brandy Barrett, Director
- Data Practices Compliance Official: Nick Pollack, Board Chair

Standard 13	
The Board of Directors provides ongoing oversight of school academic performance.	
	0 = less than half of the Board meeting minutes or less include evidence of oversight of school academic performance;
	1 = at least half of the Board meeting minutes include evidence of oversight of school academic performance;
X	2 = meeting minutes include evidence of regular oversight of school academic performance.
Data Source: Board Minutes	

STANDARD 13 ANALYSIS

The School met this standard.

The School Board monitored academic performance at Board meetings regularly either as an agenda item or as part of the Director’s report. Topics and content are often provided by the Director. Also, multiple events involving students demonstrating their abilities and knowledge are reported frequently in the Director's report.

- September 2020: The Board approved the plan for academic assessments
- October 2020: NWEA testing has been completed. A motion was made to officially transition to a hybrid model of learning beginning November 30, 2020.
- November 2020: The Board reviewed the testing results used for replacement MCA’S- Motion to use NWEAs from the year prior, as those would give the most equal representation of all students from last year to the current and report cards. Director Burg recommended changing the grading system from Trimesters to Semesters to lessen final grading planning and requirements that would be happening due to COVID.
- December 2020: Annual Report on agenda.
- January 2021: NWEA winter assessments administered. Director had meetings with all teachers on student progress.
- March 2021: Educational Advisory/Academic Committee- Have been meeting weekly and used the first few meetings to brainstorm, organize, develop, and evaluate.
- April 2021: Academic Committee continued to meet on Thursday mornings to discuss elements of value and what they'd like to see implemented.
- June 2021: WBWF Committee Selection and Approval - Recommendation from HC Burg that the full Board would be involved in WBWF as the district advisory committee and to review MN Statute 120B.10 & 120B.11 to understand what it entails.

- The Annual Report also summarized student assessment results. Green Isle Community School has an assortment of test scores providing data to assist in evaluating student academic progress for whole-school and individual goals. These tests include but are not limited to: MCA, NWEA

MAP, Developmental Reading Assessment-DRA, and progress monitoring. The school's WBWF Summary Report is also reviewed and approved by the Board.

Standard 14	
The school maintains a high level of parent, teacher and student satisfaction rates based on school conducted surveys and student/faculty retention rates.	
X	0 = Less than two of three criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates;
	1 = Two of three criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates;
	2 = All of the following criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates.
Data Source: Annual Report, Board Minutes, School data, Interview	

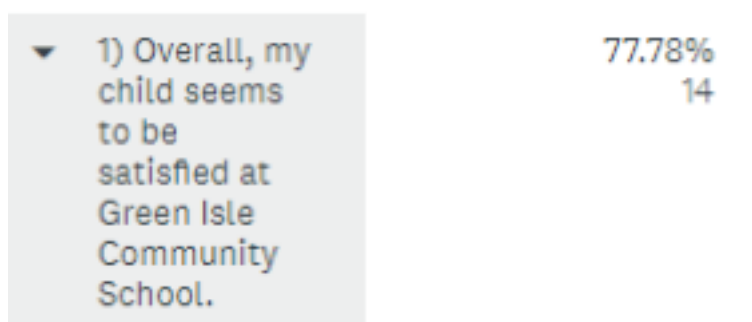
STANDARD 14 ANALYSIS

The School did not meet this standard.

The student retention rate was reported as 85%.

The FY21 Annual Report provided the following table regarding teacher retention and reported that 25% of licensed teachers did not return, resulting in a 75% retention rate.

The school sent out a parent survey in April 2021. The parent satisfaction rate was less than 80% based on 18 respondents on several of the questions that point to overall school satisfaction.



▼ 7) My child appears to be progressing academically.	77.78% 14
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▼ 25) I would recommend Green Isle Community School to other families.	61.11% 11
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Section 3: Board Documentation and Communications

Standard 15	
Board documents are distributed to all Board members at least 3 days prior to a Board meeting.	
X	0 = Board documents were not distributed to all Board members three or more times;
	1 = Board documents were not distributed to all Board members one or two times;
	2 = Board documents were distributed to all Board members at least 3 days prior to each Board meeting.
Data Source: Monthly Board Minute Review Logs, Board chair statement	

STANDARD 15 ANALYSIS

The School did not meet this standard.

VOA meeting minute logs and communication with the School shows that September packets were received 1 day prior to meeting. October, November, April, June packets were received the day of the meeting.

Standard 16	
The Board of Directors maintains a Board Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements; and statutory requirements for posting Board related information on the school's website*.	
	0 = information is incomplete in the binder or on the school's website;
X	1 = complete information is available both in a binder and on the school's website but there are 1-2 incidents of incomplete information;
	2 = a complete Board Documents Binder is kept includes meeting minutes, bylaws and articles of incorporation and financial statements; and the school's website includes the statutory requirements for posting Board-related information.
Data Source: School Website	

STANDARD 16 ANALYSIS

The School partially met this standard.

The School Board has a Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements and is located in the school office records room for public access and all Board members have digital access to it.

Statutory Requirement	Link
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Website</i> : (1) the meeting minutes of the Board of directors and of members and committees having Board-delegated authority, for at least 365 days from the date of publication;	Minutes are located at: https://drive.google.com/drive/folders/1eQ53nzF6dWut8XXKe65pcOPXw_83vYpD FY20 minutes were also accessible.
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Website</i> : (2) directory information for the Board of directors and for the members of committees having Board-delegated authority;	The Board roster is located on the Website at https://www.greenislecommunityschool.org/school-Board .
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Website</i> : (3) identifying and contact information for the school's authorizer.	https://www.greenislecommunityschool.org/authorizer
124E.11 Subd. 3 (b) The charter school must develop and publish, including on its <i>Web site</i> , a lottery policy	https://www.greenislecommunityschool.org/gics-policies-copy-2

and process that it must use when accepting pupils by lot.	
124E.13 Subd. 3. (b) (3) post on the school <i>Web site</i> the name, mailing address, bylaws, minutes of Board meetings, and names of the current Board of directors of the affiliated nonprofit building corporation	NA
124E.16 Subd. 2. Annual public reports. (a)... A charter school must post the annual report on the school's official <i>Web site</i> .	https://drive.google.com/drive/folders/1CtKKPKXtynPtycCMyIW8cT609T4FPSK
World's Best Workforce	No posted as of 11/23/2021 https://drive.google.com/drive/folders/1CtKKPKXtynPtycCMyIW8cT609T4FPSK
124E.12 (b) A charter school Board or a cooperative of teachers that provides group health insurance coverage must establish and publish on its Web site the policy for purchasing group health insurance coverage. A charter school Board policy must include a sealed proposal process, which requires all proposals to be opened at the same time. Upon opening the proposals according to the school or cooperative policy, the proposals become public data under chapter 13.	A health insurance policy was not found. Procedures for accessing health insurance was found but did not meet the statutory requirements.

Standard 17	
The Board has a policy review calendar and reviews and updates its policies as needed or required by state law.	
	0 = Board does not have a calendar/plan for policy review and/or reviews policies at half or fewer of the regular meetings;
	1 = the Board has a policy review calendar/plan and reviews policies at half or fewer of the regular Board meetings;
X	2 = the Board has a thorough policy review calendar/plan and review policies as a regular component of regular Board meetings.
Data Source: SCHOOL Website, Annual Report, Board Minute Review Log, Board Minutes, VOA Visit Review, Governance Committee Minutes, Interview	

STANDARD 17 ANALYSIS

The School met this standard.

The School Board has an annual policy review plan. Their review plan and process for this year included a vetting and revision process resulting in the approval of following policies such as:

At the November 2019 Board Meeting the Board reviewed the Policy Committee Report and considered changing a current policy to a procedure.

- First reading of 703 Annual Audit
- First reading of 704 Development Maintenance Inventory Fixtures
- First reading of 705 Investments.

At the December 2019 Board Meeting the Board

- First reading of Community Notification of Predatory Offenders (Formerly 906)
- Approved 404 Employment Background Checks
- Approved 533 Wellness
- Approved 221 Data Practices

At the January 2020 Board Meeting the Board

- Approved 404 Employment Background Checks
- Approved 533 Wellness
- Approved 221 Data Practices
- First reading of 417 Chemical Use Abuse
- first reading of 102 Equal Educational Opportunity / Inclusive education plan
- first reading of 426 Anti-Nepotism

At the February 2020 Board Meeting the Board

- Approved 417 Chemical Use Abuse
- Approved 102 Equal Educational Opportunity / Inclusive education plan

- Approved 426 Anti-Nepotism

**VOA GOVERNANCE REPORT FOR
HARBOR CITY**

(Reflecting the time period from July 1, 2020 – June 30, 2021.)

School: Harbor City International School
Address: 332 W Michigan St, Duluth, MN 55802
Phone: 218-722-7574
Website: www.harborcityschool.org

Director: Tim Tydlacka
Email: Ttydlacka@harborcityschool.org
Phone: 218-722-7574

Board Chair: Sarah Lindahl
Email: slindahl@harborcityschool.org
Phone: 218-722-7574

Section 1: Board Structure and Development

Standard 1	
The Board of Directors met its governance model requirements laid out in its bylaws and membership requirements as required by Minnesota Statute*.	
	0 = The Board structure does not meet bylaws and/or state statute;
	1 = the Board did not meet requirements for the entire fiscal year;
X	2 = the Board structure meets bylaws and state statute.
Data Source: Annual report, School Web site, Bylaws	

STANDARD 1 ANALYSIS

The School met this standard.

The school provided evidence on the School’s Website and through its Annual Report on p. 5.

Website: <https://sites.google.com/a/harborcityschool.org/hcis-school-Board/>

Last Name	First Name	Group Affiliation	Position	Term Start	Term End	Phone #	Email
Sarah	Lindahl	Teacher	Chair	2018	2024	218-722-7574	slindahl@harborcityschool.org
Bethany	Carroll	Teacher	Vice Chair	2019	2022	218-722-7574	pbelsito@harborcityschool.org
Aryn	Bergsven	Teacher	Secretary	2020	2023	218-722-7574	abergsven@harborcityschool.org
Tina	Stoneburner	Teacher	Member	2019	2021	218-722-7574	tstoneburner@harborcityschool.org
Blair	Powless	Parent	Member	2021	2024	218-722-7574	bpowless@harborcityschool.org
*Amanda	Ashbach	Community	Member	2020	2023	218-722-7574	Resigned 10/2020

*Skip	Sandman	Community	Member	2020	2023	218-722-7574	ssandman@harborcityschool.org
Pam	Gipe	Parent	Member	2020	2023	218-722-7574	pgipe@harborcityschool.org
Patrick	Schmalz	Parent	Member	2019	2021	218-722-7574	pschmalz@harborcityschool.org
Liz	Holte	Teacher	Teacher	2020	2023	218-722-7574	eholte@harborcityschool.org
Tim	Tydlacka	director	ex-officio	NA	NA	218-722-7574	ttydlacka@harborcityschool.org

*Skip Sandman was appointed to replace Amanda Ashbach who resigned for personal reasons. Board attendance was minimal and was replaced by Victoria Tracy.

Standard 2	
The Board of Directors has the necessary knowledge to carry out the responsibilities contained in Minn. Stat 124E.07, Subd. 6. (Duties), including knowledge in finance/budget, policy/legal, personnel/employment, and education.	
	0 = The Board does not have a plan to ensure Board members have the necessary knowledge;
	1 = the Board has a partial plan to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education;
X	2 = the Board has a thorough plan to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education.
Data Source: Board Development and/or Board Training Plan and/or Training Table or Calendar, Board Development Committee minutes, Board minutes, Annual report, School website	

STANDARD 2 ANALYSIS

The School met this standard.

The school submitted a 2020-2021 Board Plan for Annual Training in the file 2020-21-HCIS-Board Meeting Calendar.

Standard 3	
The Board adheres to an orientation process for bringing on new members.	
	0 = The Board does not have a membership orientation process for new Board members;
	1 = the school Board has a process for the orientation of new Board members, but it is not consistently followed;
X	2 = the school Board adheres to a thorough process for the orientation of new Board members.
Data Source: Board Minutes, Interview, Board Development Plan and/or Board Training Plan, Interview	

STANDARD 3 ANALYSIS

The School met this standard.

The Board institutes and follows an orientation process for bringing on new members. New Board members were oriented at their first Board meeting. In addition, the Board Chair holds a separate sit-down 2-hour orientation to give new members a more thorough orientation of the basics of being on the Board and the main responsibilities of being a Board member.

Standard 4	
The Board of Directors complies with initial and ongoing training requirements set forth in Minn. Stat 124E.07, Subd 7 (Training): governance, financial, and employment policies and practices.	
	0 = More than one Board member did not fully comply with Minnesota law regarding Board training requirements;
	1 = one Board member did not fully comply with Minnesota law regarding Board training requirements and was removed;
X	2 = all Board members comply with Minnesota law regarding Board training requirements.
Data Source: Annual report, School website, Board minutes and documents	

STANDARD 4 ANALYSIS

The School met this standard.

All Board members complied with Minnesota law regarding Board training requirements. The school supported that in the FY2021 Annual Report in addition to providing evidence for initial and ongoing training completed by each Board member.

FY21 Initial and Ongoing/Annual Board Training Report:

Required Statutory Training Completed by Members

Board Member Name	Governance	Financial	Employment	Additional training/ Locations/Trainers
Sarah Lindahl	10/17/15 5/30/18 MACS	10/17/15 MACS	10/17/15 1/4/17 5/23/18 MACS	1/4/17 Edison MACS - Employment 5/23/18 MACS Employment 5/30/18 MACS Governance 10/2/2018 MACS Board Chair Training 11/15/18 Open Meeting Law 1/10/19 Introductory Course to Board Roles and Responsibilities 5/16/19 HCIS finance training 11/21/19 Open Meeting Law 5/21/20 HCIS finance training 9/17/20 HCIS Finance Training 5/20/21 HCIS finance Training 6/17/20 Financial documents training
Bethany Carroll	5/5/21 MACS	2/23/21 MACS	1/27/21 /MACS	9/17/20 HCIS Finance Training 5/20/21 HCIS Finance Training 6/17/20 Financial documents training
Liz Holte	6/17/20 MACS	11/19/19 MACS	4/21/20 MACS	11/21/19 Open Meeting Law 5/21/20 HCIS finance training 9/17/20 HCIS Finance Training 6/17/20 Financial documents training
Skip Sandman				Was replaced.
Tina Stoneburner	6/1/19 MACS	10/21/19 MACS	6/1/19 MACS	5/16/19 HCIS finance training 5/21/20 HCIS finance training 9/17/20 HCIS Finance Training 5/20/21 HCIS Finance Training 6/17/20 Financial documents training
Blair Powless	6/18/21 VOA	6/18/21 VOA	6/18/21 VOA	5/20/21 HCIS Finances 6/17/20 Financial documents training
Patrick Schmalz	9/16/20 MACS	6/23/2020 MACS	4/21/19 MACS	5/21/20 HCIS finance training 9/17/20 HCIS Finance Training 5/20/21 HCIS Finance Training 6/17/20 Financial documents training

Board Member Name	Governance	Financial	Employment	Additional training/ Locations/Trainers
Pam Gipe	6/17/20 MACS	6/23/20 MACS	4/21/20 MACS	5/21/20 HCIS finance training 9/17/20 HCIS Finance Training 5/20/21 HCIS Finance Training 6/17/20 Financial documents training
Aryn Bergsven	11/17/20 MACS	11/17/20 MACS	4/30/20 MACS	5/21/20 HCIS finance training 9/17/20 HCIS Finance Training 5/20/21 HCIS Finance Training 6/17/20 Financial documents training

Standard 5	
The Board of Directors completes a self-evaluation each year.	
	0 = The Board did not complete a self-evaluation;
	1 = the Board completes informal self-evaluations during one or more Board meeting(s);
X	2 = the Board completes a formal self-evaluation each year.
Data Source: Board Minutes, Board Development Committee minutes	

STANDARD 5 ANALYSIS

The school met this standard.

The School Board completes a self-evaluation annually. At the May 18, 2021, Board Meeting Board members reviewed their submitted responses to the self-evaluation survey.

Section 2: Board Practices

Standard 6	
The Board of Directors will comply with MN Open Meeting Law, Chapter 13D, and maintains a quorum for all Board meetings.	
	0 = The Board has 2 or more infractions of MN Open Meeting Law;
	1 = the Board has 1 infraction of MN Open Meeting Law;
X	2 = the Board has no infractions of MN Open Meeting Law.
Data Source: Monthly Logs of Meeting Minutes, Meeting Minutes, Interview	

STANDARD 6 ANALYSIS

The School met this standard.

The Board is diligent to follow open meeting law requirements. Monthly logs of School Board meeting minutes provided evidence that the school maintained a quorum for scheduled Board meetings.

Standard 7	
The Board regularly reviews, updates, and approves its bylaws. The bylaws are consistent with state law.	
	0 = Bylaws are inconsistent with state statute;
	1 = bylaws are consistent with state statute but have not been reviewed regularly;
X	2 = bylaws are consistent with state law and the Board reviews them regularly.
Data Source: School's website, Board minutes, Bylaws, Interview	

STANDARD 7 ANALYSIS

The School met this standard.

Bylaws are up to date and consistent with state law. Each Board member has a binder and digital version of bylaws and school office binder contains the bylaws. Bylaws were reviewed systematically, Sections I to X except for Section II, during Board meetings during FY21, as recorded in each of the year's Board minutes.

Bylaws can be found online at:

<https://docs.google.com/document/d/1xHjRtmyu1ZaoZrq7SDdSTEuOTOHY4x19Pzfk4eZd5ys/edit?usp=sharing>

Standard 8	
The Board of Directors adheres to Board member election requirements set forth by state statute*.	
	0 = Election requirements were not met;
X	2 = all requirements were met.
Data Source: Board Minutes, Bylaws, Board Policies, Interview	

STANDARD 8 ANALYSIS

The School met this standard.

In 2021 three directors were to be elected to the Board of directors: a parent seat, and two teacher seats. Parents and students were informed over weekly emails and through advisories. Parents and students were also sent information in the school newsletter. All eligible teachers were told about the opportunity through email and the daily announcements.

Voting started at 8:00:00 central time on 2/1/21 and ended at 23:00:00 on 2/18/21. All voters that hadn't voted were sent weekly emails prompting them to vote (initial email and one email per week through election - total of 3 emails).

Election results were presented at the February annual meeting. New members were sworn in at the May meeting.

Minnesota Statutes 124E.07 Subdivision 2 Requirements	Evidence
According to, the ongoing Board must be elected before the school completes its third year of operation.	Not applicable
The Board elections must be held during the school year but may not be conducted on days when the school is closed.	Election date and day(s): 2/1/21 - 2/18/21 School was in session.
A charter school must notify eligible voters of the school Board election dates at least 30 days before the election.	Date of notice: October 2020 Date of election: 2/18/2021 Notice was at least 30 days before the election.

Staff members employed at the school, members of the Board of directors, and all parents or legal guardians of children enrolled in the school are eligible voters.	The Board chair confirmed that eligible voters were notified and encouraged to vote.
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Standard 9	
The Board conducts an annual evaluation (including all aspects of the position description) of the performance of the school leader through a defined annual evaluation process.	
	0 = The Board did not complete an annual evaluation of the school leader;
	1 = the Board completed an evaluation of the school leader but not on all aspects of the job description;
X	2 = the Board completed a formal evaluation of the school leader including all aspects of the job description.
Data Source: Annual Report, Board Minutes, Committee Minutes, Board documentation	

STANDARD 9 ANALYSIS

The School met this standard.

Board minutes note the evaluation of the school leader was conducted on May 13, 2021, in a closed meeting.

Standard 10	
The Board has a Board-approved professional development plan for the school director (if applicable as required by Minn. Stat. 124E.12, Subd. 2*).	
	0 = A professional development plans for the non-licensed individual(s) was not documented in the school's annual report;
X	2 = a professional development plan for the non-licensed individual(s) was documented in the school's annual report or the school's director holds an administrative license.
Data Source: Annual Report, Board minutes, Board chair communication.	

* Minn. Stat. 124E.12, Subd. 2*(b) The Board of directors and an individual who does not hold a valid administrative license and who serves in an administrative, supervisory, or instructional leadership position shall develop a professional development plan. The school's annual report must include public personnel information documenting the professional development plan.

STANDARD 10 ANALYSIS

The School met this standard.

Executive Director Tim Tydlacka has a K-12 Principal's License, Folder #360146. The principal's license exempts the Board from establishing a professional development plan.

Standard 11	
The Board of Directors monitors the organization's adherence to school Board policies.	
	0 = Meeting minutes include no evidence of the Board monitoring the organization's adherence to school Board policies;
	1 = meeting minutes includes one or two examples of the Board monitoring the organization's adherence to school Board policies;
X	2 = meeting minutes include three or more examples of the Board monitoring the organization's adherence to school Board policies.
Data Source: Board Meeting Minutes, Interview	

STANDARD 11 ANALYSIS

The School met this standard.

The Board does an exceptional job of reviewing and applying operational policies in all Board meetings. Example of those policies:

- July 2020:
 - 4.5.4 : Outside Employment Policy
 - 6.6: The Pledge of Allegiance Policy
- August 2020:
 - I. A. Mission
 - II. M. Board Committee Structure
 - IV. J. Executive Director Qualifications
- September 2020:
 - I.B. Vision
 - II.J. Director Succession – incl. Appendices A, B, C
 - II.L. Annual Report
 - III.A. Board Authority
 - IV.H. Emergency Succession Plan for the Director – includes Appendix D.
 - 5.8.2: Internet & Educational Network Safety & Acceptable Use
- October 2020:
 - I.C. Strategic Intentions
 - II.H Board Policy Review and Adoption
 - III.B Accountability of the Director
 - IV. E. Asset Protection

- 4.5.1 & 5.4.1 Against Unfair Discriminatory Practices
- November 2020:
 - 5.4.1 Antidiscrimination policy update
 - II.I. Strategic Planning
 - III.C. Delegation to the Director
- December 2020:
 - 5.4.4: Student Discipline
- January 2021:
 - 2.5 Open and Closed Meetings
- February 2021:
 - 6.1 Grading Policy 6.1
- March 2021:
 - II.A Governing Approach C. Financial Planning & Budgeting
- April 2021:
 - I. D. Director's Annual Results
 - I. G. Cost of Governance
 - I. D. Financial Activities.
 - 7.3.1: Electronic Transfer of Funds
- June 2021:
 - II.B. Board Members Conduct including Appendix E
 - IV.I Results Focus of Grants

Standard 12	
The Board of Directors complies with Federal data practices law and the Minnesota Data Practices Act (Minn. Stat. Chapter 13)*.	
	0 = Data practice policies are not fully in place;
	1 = data practice policies are in place in accordance with state statute, but staff were not trained in Data Practices;
X	2 = data practice policies are in place in accordance with state statute and staff are appropriately trained in Data Practices.
Data Source: Board minutes, VOA Visit Review	

* Minnesota Data Practices Act (Minn. Stat. Chapter 13), Minnesota Rules, Chapter 1205, Official Records Act (Minn. Stat., section 15.17), Records Management Statute (Minn. Stat., section 138.17), and FERPA and HIPPA laws. See https://mn.gov/admin/assets/dpintro_tcm36-309355.pptx , <https://mn.gov/admin/data-practices/data/types/education/>, Federal law for FERPA (<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>).

STANDARD 12 ANALYSIS

The School met this standard.

The Board works to comply with the Minnesota Data Practices Act in several ways. The school has the following data practices policies:

- For personnel: Public and Private Personnel Data (4.2.1), approved 12/11/2014. This policy identifies which data and information are private and public for HCIS personnel, rights of HCIS personnel, and processes for addressing concerns.
- For Students: Student Educational Data (5.3.1), Adjudicated Juveniles (5.3.2), Directory Information (5.3.3), and Transfer of Educational Records (5.3.4). These policies define public and private data for students, who can access this data, under what conditions and what can and cannot be done with this data. It presents the rights students and parents/guardians must review, request amendment, and other rights regarding student data. It defines what information and data the school can share with various entities and individuals and for what purposes. It defines who is responsible to protect data and how.
- The Tennessee Warning Policy (5.7.1), approved 2/25/2014. This policy defines how personal or confidential data and information will be authorized by individuals and collected. It repeats the standard Tennessee warning procedure to inform individuals of the purpose and use of information and, where appropriate, how to obtain an individual's permission or denial for the use

of that data or information. The School Board ensures the school follows these requirements - student and employee privacy, readiness to respond to data requests, and is effective to separate public from private information and data.

- Policy 3.2 states that the Director is the Responsible Authority. At the February 28, 2019, Board meeting the Board approved a revision to the Operational Policy 7.4 stating that the Board Chair will act as the District Data Practices Policy Official.
 - Responsible Authority: Tim Tydlacka
 - Data Practice Designee: Dawn Buck
 - Data Practices Compliance Official: Sarah Lindhal

A schedule for policy review is in place. These policies are reviewed at most Board meetings over the period of one school year. The Board ensures the school follows these requirements - student and employee privacy, readiness to respond to data requests, and is effective to separate public from private information and data.

Standard 13	
The Board of Directors provides ongoing oversight of school academic performance.	
	0 = Less than half of the Board meeting minutes or less include evidence of oversight of school academic performance;
	1 = at least half of the Board meeting minutes include evidence of oversight of school academic performance;
X	2 = meeting minutes include evidence of regular oversight of school academic performance.
Data Source: Board Minutes	

STANDARD 13 ANALYSIS

The School met this standard.

The Board monitored academic performance at Board meetings regularly either as an agenda item or as part of the Director’s report. While the Board doesn’t always have a specific item on the agenda reporting student performance data or analysis, much of the Director’s report has to do with how the students are doing academically, assessment results, and what the school is doing to organize learning. Here are some examples:

- November 2020: The Board tackled Student Academic Achievement, PBIS program implementation.
- April 2021: The Board tackled the following: Instructional Leadership, SOS program development SOS procedures/practices, Implementing PBIS program, Data collection, Working with EIA to promote equity in curricula and HCIS community, AP Exams Update, Next year online learning possibilities.
- May 2021: The Board planned an Extended Class Summer School Program.

Standard 14	
The school maintains a high level of parent, teacher and student satisfaction rates based on school conducted surveys and student/faculty retention rates.	
	0 = Less than two of three criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates;
	1 = two of three criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates;
X	2 = all of the following criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates.
Data Source: Annual Report, Board Minutes, School data, Interview	

STANDARD 14 ANALYSIS

The School met this standard.

Student Retention

According to data shared by the school through their MARSS coordinator, the retention rate was 92.9%.

School Year	# Students at End of FY19	# Students Returning at Start of FY20	Retention Rates
2019-20 to 2020-21	146	145	99%
2020-21 to 2021-22	154	143	92.9%

Parent Satisfaction

The school director submitted survey results. The School had an extensive parent survey (see results below). On almost all questions, the 28 parents surveyed either agree or strongly agree that they are satisfied. The question “Overall, I am satisfied with my child's education at this school” received a score of 4.39 on a 5-point Likert Scale (1 = Strongly Disagree 2=Disagree 3=Neutral 4=Agree 5=Strongly Agree). This score is equivalent to approximately 86%.

Teacher Retention

School Year	# Teachers Employed at End of FY19	# Teachers Returning at Start of FY20	Retention Rates
2019-20 to 2020-21	21	21	100%
2020-21 to 2021-22	19	18	95%

Section 3: Board Documentation and Communications

Standard 15	
Board documents are distributed to all Board members at least 3 days prior to a Board meeting.	
	0 = The Board documents were not distributed to all Board members three or more times;
X	1 = the Board documents were not distributed to all Board members one or two times;
	2 = the Board documents were distributed to all Board members at least 3 days prior to each Board meeting.
Data Source: Monthly Board Minute Review Logs, Board chair statement	

STANDARD 15 ANALYSIS

The School partially met this standard.

VOA meeting minute logs confirm that the school has regularly adhered to providing information 3 days in advance of Board meetings. The Board agenda containing links to packet documents is posted at <https://sites.google.com/a/harborcityschool.org/hcis-school-Board/home?authuser=0> a month prior to the Board meeting. A reminder to view the agenda is usually sent out a week before the scheduled Board meeting. However, the December meeting packet was received on the day of the meeting, and the July meeting packet was received after the meeting when the packet was requested.

Standard 16	
The Board of Directors maintains a Board Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements; and statutory requirements for posting Board related information on the school's website*.	
	0 = Information is incomplete in the binder or on the school's website;
	1 = complete information is available both in a binder and on the school's website but there are 1-2 incidents of incomplete information;
X	2 = a complete Board Documents Binder is kept includes meeting minutes, bylaws and articles of incorporation and financial statements; and the school's website includes the statutory requirements for posting Board-related information.
Data Source: School Website	

STANDARD 16 ANALYSIS

The School partially met this standard.

The School Board has a Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements located in the school office records room for public access and all Board members have digital access to it. Board documents can also be found at the school's Web site at: <https://sites.google.com/a/harborcityschool.org/hcis-school-Board/home>.

The Harbor City School Board has a Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements and is located in the school office records room for public access. All Board members and Co-Directors have digital access to these. Evidence of meeting this standard includes documents posted on the HCIS website including: Board minutes for FY2021, and current meetings in agendas from the same Board meetings, over 75 policies and manuals, Annual Reports to FY2021, budgets up through FY2021, and other documents are posted and up to date on the website. The school's website demonstrated compliance with statutory requirements for posting information.

Statutory Requirement	Link
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i> : (1) the meeting minutes of the Board of directors and of members and	As of November 23, 2021, the last minutes posted were from: October 2020. https://sites.google.com/a/harborcityschool.org/hcis-school-Board/home/Board-

Statutory Requirement	Link
committees having Board-delegated authority, for at least 365 days from the date of publication;	minutes Also https://sites.google.com/a/harborcityschool.org/hcis-school-Board/home?authuser=0 makes all Board documents available.
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i> : (2) directory information for the Board of directors and for the members of committees having Board-delegated authority;	https://docs.google.com/document/d/1_sHz6pJg_IW3jgdTzh5bTF_kXVaX8MkYaJCR7rXp4jY/edit
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i> : (3) identifying and contact information for the school's authorizer.	https://sites.google.com/a/harborcityschool.org/hcis-school-Board/home/authorizer
124E.11 Subd. 3 (b) The charter school must develop and publish, including on its <i>Web site</i> , a lottery policy and process that it must use when accepting pupils by lot.	http://toolbox1.s3-website-us-west-2.amazonaws.com/site_0330/HCI_5.1.1AdmissionsPolicyLottery_051515.pdf
124E.13 Subd. 3. (b) (3) post on the school <i>Web site</i> the name, mailing address, bylaws, minutes of Board meetings, and names of the current Board of directors of the affiliated nonprofit building corporation	The school does not have an affiliated nonprofit building corporation.
124E.16 Subd. 2. Annual public reports. (a)... A charter school must post the annual report on the school's official <i>Web site</i> .	https://sites.google.com/a/harborcityschool.org/hcis-school-Board/home/world-s-best-work-force https://docs.google.com/document/d/11cf7j_CPzLBmMF8CWVqhpKdc5juZRwjpXy3P0WmNiXQ/edit?usp=sharing
World's Best Workforce	https://docs.google.com/document/d/1ib3MXQU73f3vWq-cwpUt15KQHjEPHCbEyM_7q6OVhfw/edit#heading=h.c9f1vh13qolf
124E.12 (b) A charter school Board or a cooperative of teachers that provides group health insurance coverage must establish and publish on its <i>Web site</i> the policy for purchasing group health insurance coverage. A charter	The Health Insurance purchasing policy is Policy 4.3.1 and the specifics are in the Employee Handbook https://docs.google.com/document/d/16w

Statutory Requirement	Link
<p>school Board policy must include a sealed proposal process, which requires all proposals to be opened at the same time. Upon opening the proposals according to the school or cooperative policy, the proposals become public data under chapter 13.</p>	<p>UEBu-E5Z-xUqEKbILXORaj-KF7PhVUU7sTuSAMu-0/edit) and published on the Website.</p>

Standard 17	
The Board has a policy review calendar and reviews and updates its policies as needed or required by state law.	
	0 = The Board does not have a calendar/plan for policy review and/or reviews policies at half or fewer of the regular meetings;
	1 = the Board has a policy review calendar/plan and reviews policies at half or fewer of the regular Board meetings;
X	2 = the Board has a thorough policy review calendar/plan and review policies as a regular component of regular Board meetings.
Data Source: SCHOOL Website, Annual Report, Board Minute Review Log, Board Minutes, VOA Visit Review, Governance Committee Minutes, Interview	

STANDARD 17 ANALYSIS

The School met this standard.

The extensive review plan and process for FY21 included a vetting and revision process of the following policies:

- July 2020:
 - Outside Employment (proposal)
 - The Pledge of Allegiance Policy
- August 2020:
 - Bloodborne Pathogens
 - Communicable Diseases & Infections
 - Employee's Rights Regarding Termination
 - Directory Information (FERPA)
 - Concussion Management
 - Promotion and Retention
 - Parent Involvement
 - 7.8 Designation of depositories
- September 2020:

- Pub. & Private Personnel Data
- FMLA
- MN Parental Leave Act
- Dress Code/Religiously Neutral
- Removal of Students with IEPs
- Field Trips & Travel
- Compliance with academic standards
- Fundraising
- Data Access for Public
- October 2020:
 - Whistleblower
 - Grading
 - Release Time for Religious Events & Rel. Accommodation
 - Audit
 - Safekeeping of investments
 - Insurance Coverage
 - Equal Education Opportunity
 - Board Election Policy
- November 2021:
 - Code of Conduct for Employees Licensed by MDE
 - Maltreatment of Minors/Mandatory Reporting
 - Use of Restraints
 - Tennessen Warning
 - School Lockers
 - Students' Free Speech Rights
 - Employee Expenses & Reimbursement Policy
- December 2020:
 - Board Job Contributions
 - Monitoring Director Performance
 - Treatment of Students & Families
 - Use of Reasonable Force
 - Health & Safety Including Employee Right to Know

- Use of Electronic Systems
- Employee use of Social Media
- Use of Social Media in School
- Tuition Reimbursement
- Pupil Fair Dismissal Process
- Student Extra-Curricular Part
- January 2021:
 - Open and Closed Meetings
 - Record Retention/Destruction
 - Administration of the MGDPA
 - Admissions Policy with Lottery
 - Student Educational Data
 - Adjudicated Juveniles
 - Bidding for Services from Authorizer
- February 2021:
 - Grading policy, updated to incorporate the Repeat Course option
- March 2021:
 - Gifts
 - Drug-Free Workplace/Drug-Free School
 - Chemical Use & Abuse
 - Drug/Tobacco-Free Environment
 - Student Medicine in School
 - Segregation of Duties
 - Collateral Requirements for Depositories
 - Investments
- April 2021:
 - Board Member Training
 - Weapons
 - Allergies
 - Student Transportation
 - Vendor Contracts
 - Prompt Payment of Bills
 - Sale or purchase of state property
- May 2021:
 - Prohibition of Harassment
 - EEO
 - Employee Benefits
 - Salary & Wage Compensation
 - Transfer of Educational Records
 - Bullying & Cyber Bullying

- Hazing Prohibition Policy
- Cyberbullying
- June 2021:
- Tort Liability
- Nepotism
- At-Will Employment
- Criminal Background Checks
- Employee Ethics & Conflicts of Interest
- Outside Employment

School policies website is located at:

<https://drive.google.com/drive/folders/150mvgYaaIZm9eq8VxL3d4tb3SMjYhk5O>

**VOA GOVERNANCE REPORT FOR
KALEIDOSCOPE**

(Reflecting the time period from July 1, 2020 – June 30, 2021.)

School: Kaleidoscope Charter School
Address: 7525 Kalland Ave NE, Otsego, MN 55301
Phone: 763-428-1890
Web site: www.kcsmn.org

Director: Travis Okerlund
Email: tokerlund@kcsmn.org
Phone: 763-428-1890

Board Chair: KC Guntzel
Email: kcguntzel@kcsmn.org
Phone: 763-428-1890

Section 1: Board Structure and Development

Standard 1	
The Board of Directors met its governance model requirements laid out in its bylaws and membership requirements as required by Minnesota Statute*.	
	0 = Board structure does not meet bylaws and/or state statute;
	1 = the Board did not meet requirements for the entire fiscal year;
X	2 = the Board structure meets bylaws and state statute.
Data Source: Annual report, School Web site, Bylaws	

STANDARD 1 ANALYSIS

The School met this standard.

The school meets its own bylaws and state statute in Board membership. The school provided the FY21 Board membership in its Annual Report on page 13 and on the school’s Website:

https://www.kcsmn.org/apps/pages/index.jsp?uREC_ID=2446361&type=d&pREC_ID=2233821

FY21 Board Roster of all Board Members during FY21 (July 1, 2020 – June 30, 2021).

Name	Seat Type	Officer or Member	Elected / Appointed	Date Seated	Term Expiration	E-Mail	Attendance Rate
KC Guntzel	Parent	Chair	Elected	June 2020	May 2023	kguntzel@kcsmn.org	14/16
Matt Roberts	Parent	Vice Chair	Elected	June 2020	May 2023	mroberts@kcsmn.org	16/16
Layla Burda	Parent	Secretary	Elected	June 2019	May 2022	lburda@kcsmn.org	14/16
Kari Erickson	Community	Treasurer	Elected	June 2018	May 2021	kerickson@kcsmn.org	16/16

Dana Anton	Parent	Member	Elected	June 2020	May 2023	danton@kcsmn.org	15/16
Renee Suess	Teacher	Member	Elected	June 2020	May 2023	rsuess@kcsmn.org	16/16
Rebecca Antil	Teacher	Member	Elected	June 2020	Resigned August 2020	rantil@kcsmn.org	3/3
Michelle Swanson	Teacher	Member	Elected	June 2018	May 2021	mswanson@kcsmn.org	15/16
Allison Jepson	Teacher	Member	Appointed	September 2020	May 2021	ajepson@kcsmn.org	10/10
Emma Molden	Teacher	Member	Appointed	September 2020	May 2021	emolden@kcsmn.org	10/10

Standard 2	
The Board of Directors has the necessary knowledge to carry out the responsibilities contained in Minn. Stat 124E.07, Subd. 6. (Duties), including knowledge in finance/budget, policy/legal, personnel/employment, and education.	
	0 = The Board does not have a plan to ensure Board members have the necessary knowledge;
	1 = the Board has a partial plan to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education;
X	2 = The Board has a thorough plan to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education.
Data Source: Board Development and/or Board Training Plan and/or Training Table or Calendar, Board Development Committee minutes, Board minutes, Annual report, School website	

STANDARD 2 ANALYSIS

The School met this standard.

The Board Chair stated the Board addresses training regularly at meetings and provides appropriate documentation of completed training.

Standard 3	
The Board adheres to an orientation process for bringing on new members.	
	0 = The Board does not have a membership orientation process for new Board members;
	1 = the school Board has a process for the orientation of new Board members, but it is not consistently followed;
X	2 = the school Board adheres to a thorough process for the orientation of new Board members.
Data Source: Board Minutes, Interview, Board Development Plan and/or Board Training Plan, Interview	

STANDARD 3 ANALYSIS

The School met this standard.

The School Board institutes and follows an orientation process for bringing on new members.

Standard 4	
The Board of Directors complies with initial and ongoing training requirements set forth in Minn. Stat 124E.07, Subd 7 (Training): governance, financial, and employment policies and practices.	
	0 = More than one Board member did not fully comply with Minnesota law regarding Board training requirements;
	1 = one Board member did not fully comply with Minnesota law regarding Board training requirements and was removed;
X	2 = all Board members comply with Minnesota law regarding Board training requirements.
Data Source: Annual report, School website, Board minutes and documents	

STANDARD 4 ANALYSIS

The School met this standard.

The Board Chair provided evidence that all Board members met initial training requirements.

Initial Training Completed by Board Members in FY21

Board Member Name	Governance Basic Training Completed (Topic, trainer and date)	Finance Basic Training Completed (Topic, trainer and date)	Employment Basic Training Completed (Topic, trainer and date)
Matt Roberts	Minnesota Association of Charter Schools 6.17.20	Minnesota Association of Charter Schools 6.23.20	Minnesota Association of Charter Schools 6.24.20
Dana Anton	Minnesota Association of Charter Schools 6.17.20	Minnesota Association of Charter Schools 6.23.20	Minnesota Association of Charter Schools 6.24.20
Allison Jepson	Minnesota Association of Charter Schools 10.14.20	Minnesota Association of Charter Schools 10.19.20	Minnesota Association of Charter Schools 10.21.20

Emma Molden	Minnesota Association of Charter Schools 10.14.20	Minnesota Association of Charter Schools 10.27.20	Minnesota Association of Charter Schools 10.21.20
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Annual Training Completed by Board Members in FY21

Board Member Name	Training Topic	Date of Training	Trainer
All Board Members	Finance & Planning	1.7.21	Travis Okerlund & Joe Aliperto
All Board Members	Strategic Planning	3.1.21	Bruce Miles
All Board Members	Finance & Federal Covid Allocations	3.11.21	Travis Okerlund & Joe Aliperto
All Board Members	Strategic Priorities & Mission/Vision Planning	3.24.21	Bruce Miles

Standard 5	
The Board of Directors completes a self-evaluation each year.	
	0 = Board does not self-evaluation;
	1 = the Board completes informal self-evaluations during one or more Board meeting(s);
X	2 = the Board completes a formal self-evaluation each year.
Data Source: Board Minutes, Board Development Committee minutes	

STANDARD 5 ANALYSIS

The School met this standard.

The School Board completes a self-evaluation annually. Page 14 of the school’s Annual Report indicates the Board of Directors completed and approved a self-survey evaluation during the March 2021 Board meeting. During the March Board meeting the Board Chair communicated the overall results of the self-evaluation of the Board. The biggest item was recruitment of new Board members and that there would be a discussion in the summer as to the other topics brought up including the mission and vision of the school.

Section 2: Board Practices

Standard 6	
The Board of Directors will comply with MN Open Meeting Law, Chapter 13D, and maintains a quorum for all Board meetings.	
	0 = The Board has 2 or more infractions of MN Open Meeting Law;
	1 = the Board has 1 infraction of MN Open Meeting Law;
X	2 = the Board has no infractions of MN Open Meeting Law.
Data Source: Monthly Logs of Meeting Minutes, Meeting Minutes, Interview	

STANDARD 6 ANALYSIS

The School met this standard.

The Board Chair stated that the Board is diligent to follow open meeting law requirements. Monthly logs of school Board meeting minutes provided evidence that the school maintained a quorum for scheduled Board meetings.

- January 2021: Pursuant to the Minnesota Open Meeting Law, Minn. Stat. Section 13D.05, Subd. 3, the School Board will convene a closed-door meeting for the evaluation of Mr. Okerlund. Board of Directors Closed Meeting Teleconference via Zoom on February 18th, 2021, 5:00pm
- June 2021: The Board approved the Board Meeting Calendar: July 22nd, August 10th, August 25th, September 23rd, October 28th, December 2nd, January 27th, February 24th, March 24th, April 28th, May 26th, and June 23rd at 5PM.

Standard 7	
The Board regularly reviews, updates, and approves its bylaws. The bylaws are consistent with state law.	
	0 = Bylaws are inconsistent with state statute;
X	1 = bylaws are consistent with state statute but have not been reviewed regularly;
	2 = bylaws are consistent with state law and the Board reviews them regularly.
Data Source: School's website, Board minutes, Bylaws, Interview	

STANDARD 7 ANALYSIS

The School partially met this standard.

Bylaws are consistent with state statute but have not been reviewed since Oct 23, 2019. The Bylaws posted on the School's website also show this date. Each Board member has a binder and digital version of bylaws and school office binder contains the bylaws.

Standard 8	
The Board of Directors adheres to Board member election requirements set forth by state statute*.	
	0 = Election requirements were not met;
X	2 = all requirements were met.
Data Source: Board Minutes, Bylaws, Board Policies, Interview	

STANDARD 8 ANALYSIS

The School met this standard.

The Board carefully considered and adopted a way to stagger Board seats up for election in future years.

Minnesota Statutes 124E.07 Subdivision 2 Requirements	Evidence
According to, the ongoing Board must be elected before the school completes its third year of operation.	Not applicable
The Board elections must be held during the school year but may not be conducted on days when the school is closed.	Election date and day(s): May 18-21, 2021. School was in session.
A charter school must notify eligible voters of the school Board election dates at least 30 days before the election.	Date of notice: March 16, 2021 Date of election: May 18-21, 2021 Notice was at least 30 days before the election.
Staff members employed at the school, members of the Board of directors, and all parents or legal guardians of children enrolled in the school are eligible voters.	The Board chair confirmed that eligible voters were notified and encouraged to vote.

Standard 9	
The Board conducts an annual evaluation (including all aspects of the position description) of the performance of the school leader through a defined annual evaluation process.	
	0 = The Board did not complete an annual evaluation of the school leader;
	1 = the Board completed an evaluation of the school leader but not on all aspects of the job description;
X	2 = the Board completed a formal evaluation of the school leader including all aspects of the job description.
Data Source: Annual Report, Board Minutes, Committee Minutes, Board documentation	

STANDARD 9 ANALYSIS

The School met this standard.

As mentioned in the Board meeting minutes and annual submissions "Pursuant to the Minnesota Open Meeting Law, Minn. Stat. Section 13D.05, Subd. 3, the School Board will convene a closed-door meeting for the evaluation of Mr. Okerlund. Closed Meeting evaluation was done in the November 19,2020 meeting and the February 18th, 2021, meeting.

Further information was noted in Board minutes:

The Executive Director Performance Evaluation uses the framework of the MDE Principal Growth and Evaluation Model. The first time a performance evaluation is to be conducted for the Executive Director, a specific evaluation form incorporating the above-referenced standards will be utilized by the Board and given to the Executive Director at the beginning of the school year. The same evaluation form will be used for the mid-year evaluation unless a revised form has been adopted by the Board. The Board reviews the following six items: the current written job description for the Executive Director; the Executive Director’s written contract; written materials pertaining to the mission, and goals of the school; the past written performance reviews of the Executive Director; and all forms relating to expectations of the Executive Director; staff and parent surveys. Performance Expectations are set during a meeting between the Board and Executive Director at the beginning of the school year and reviewed at the middle and end of the school year.

Standard 10	
The Board has a Board-approved professional development plan for the school director (if applicable as required by Minn. Stat. 124E.12, Subd. 2*).	
	0 = A professional development plans for the non-licensed individual(s) was not documented in the school's annual report;
X	2 = a professional development plan for the non-licensed individual(s) was documented in the school's annual report or the school's director holds an administrative license.
Data Source: Annual Report, Board minutes, Board chair communication.	

* Minn. Stat. 124E.12, Subd. 2*(b) The Board of directors and an individual who does not hold a valid administrative license and who serves in an administrative, supervisory, or instructional leadership position shall develop a professional development plan. The school's annual report must include public personnel information documenting the professional development plan.

STANDARD 10 ANALYSIS

The School met this standard.

Mr. Travis Okerlund is a licensed K-12 Principal in Minnesota. license folder # 407168. Based on statute he is not required to have a professional development plan. Instead, his licensure requires regular professional development.

Chris Nordmann is the Secondary Principal. The Board approved a professional development plan for Mr. Nordmann for FY2021. This was presented on page 19 in the FY2021 Annual Report.

Standard 11	
The Board of Directors monitors the organization's adherence to school Board policies.	
	0 = Meeting minutes include no evidence of the Board monitoring the organization's adherence to school Board policies;
	1 = meeting minutes includes one or two examples of the Board monitoring the organization's adherence to school Board policies;
X	2 = meeting minutes include three or more examples of the Board monitoring the organization's adherence to school Board policies.
Data Source: Board Meeting Minutes, Interview	

STANDARD 11 ANALYSIS

The School met this standard.

The School Board utilizes policies and monitors the application of policies in its work throughout the year. Examples include:

- Examining Board policy related to Board membership and committees.
- Reviewing Board member training requirements and Board member roles and responsibilities.
- Monitoring compliance to open meeting law.
- Monitoring evaluation of leadership.
- Monitoring World’s Best Workforce compliance.
- Planning and organizing elections.
- Monitoring Board training.

In addition, according to Board meeting minutes the following policies were addressed:

- July 2020:
 - 410 – FMLA
 - 413 - Harassment and Violence
 - 418 - Drug Free Workplace - Drug Free School
 - 506 - Student Discipline
 - 510-SchoolActivities
 - 514 - Bullying Prohibition
 - 522 - Student Sex Non-Discrimination
 - 524 - Internet Acceptable Use and Safety
 - 538 – Enrollment

- 610 - FieldTrips
- 613 - Graduation Requirements
- 615 - Testing, Accommodations, Modifications, and Exemptions for IEPs, 504s, & LEP Students
- 802 - Disposition of Obsolete Equipment and Materials
- 806 - Crisis Management
- September 2020:
 - Kindergarten Enrollment Policy
- May 2021:
 - 526- Hazing Prohibition
 - 527- Student Use of Parking of Motor Vehicles; Patrols, Inspections, and Searches
 - 530- Immunization Requirements
 - 532- Use of Peace Officers and Crisis Teams to Remove Students with IEP's from School Grounds
 - Policy 903- Visitors to School Building
 - Policy 430- Exit Survey

Standard 12	
The Board of Directors complies with Federal data practices law and the Minnesota Data Practices Act (Minn. Stat. Chapter 13)*.	
	0 = Data practice policies are not fully in place;
	1 = Data practice policies are in place in accordance with state statute, but staff were not trained in Data Practices;
X	2 = Data practice policies are in place in accordance with state statute and staff are appropriately trained in Data Practices.
Data Source: Board minutes, VOA Visit Review	

* Minnesota Data Practices Act (Minn. Stat. Chapter 13), Minnesota Rules, Chapter 1205, Official Records Act (Minn. Stat., section 15.17), Records Management Statute (Minn. Stat., section 138.17), and FERPA and HIPPA laws. See https://mn.gov/admin/assets/dpintro_tcm36-309355.pptx , <https://mn.gov/admin/data-practices/data/types/education/>, Federal law for FERPA (<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>).

STANDARD 12 ANALYSIS

The School met this standard.

The Board works to comply with the Minnesota Data Practices Act in several ways.

The school has the following data practices policies:

- 406 - Public and Private Personnel Data
- 722 - Public Data Requests

These policies address Minnesota and Federal data practices requirements. A schedule for policy review is in place. The Board ensures the school follows these requirements - student and employee privacy, readiness to respond to data requests, and is effective to separate the public from private information and data.

The School Board ensures the school follows these requirements - student and employee privacy, readiness to respond to data requests, and is effective to separate the public from private information and data.

Policy 722 establishes the delegated parties responsible for implementing data practices:

Patty Vacek, Business Manager, is Responsible Authority.

KC Guntzel, Board Chair, is the Data Practices Compliance Official

Travis Okerlund is the Data Practice Designee.

Standard 13	
The Board of Directors provides ongoing oversight of school academic performance.	
	0 = Less than half of the Board meeting minutes or less include evidence of oversight of school academic performance;
	1 = at least half of the Board meeting minutes include evidence of oversight of school academic performance;
X	2 = meeting minutes include evidence of regular oversight of school academic performance.
Data Source: Board Minutes	

STANDARD 13 ANALYSIS

The School met this standard.

The School Board monitored academic performance at Board meetings regularly either as an agenda item or as part of the Director’s report.

Early in the school year the Board approved the prior year’s Annual Report and WBWF Report with a comprehensive review of academic performance. Other examples include:

- July 2020: The Board presented and discussed the Q-Comp Report.
- August 2020: The Board members shared that there has been a decrease in enrollment due to families needing to move for financial reasons and families choosing to homeschool during the pandemic. They were sad to leave, and some have indicated they may return in the future. The Board shared that even though the financial goals that were set for this year will not be met, he is still focused on meeting the goals of safety & health, social- emotional well-being, and academic success for all students and staff.
- September 2020: The Board discussed Hybrid Learning scenarios. Administration was prepared for once needed. The Board also discussed having the kindergarten classes attend school in person Monday-Thursday if the Elementary school moved to hybrid. The Board also discussed adopting a new literacy curriculum for grades K-5. The school’s curriculum adoption committee has been researching and checking out resources since last fall. The teachers on that committee agreed that Benchmark Advanced would be their best option. The Board discussed and decided to wait a month and revisit the topic in October.
- December 2020: The Board discussed the NWEA Update, the test scores reflect a 3-6% decrease compared to last year’s numbers. The Board approved the Annual Report and the World’s Best Workforce Report

- February 2021: Administrative Report
- An overview was given by members on Academics, Distance Learning. Online Learning Application. The Board approved the online learning application.
- April 2021: The Board approved the literacy resource Benchmark Advanced for grades K-5.
- June 2021: The Board presented and discussed the Q-Comp Report.

Standard 14	
The school maintains a high level of parent, teacher and student satisfaction rates based on school conducted surveys and student/faculty retention rates.	
	0 = Less than two of three criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates;
	1 = two of three criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%, high levels of student satisfaction based on achieving over 80% retention rates, and high levels of teacher satisfaction based on achieving over 80% staff retention rates;
X	2 = all of the following criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%, high levels of student satisfaction based on achieving over 80% retention rates, and high levels of teacher satisfaction based on achieving over 80% staff retention rates.
Data Source: Annual Report, Board Minutes, School data, Interview	

STANDARD 14 ANALYSIS

The School met this standard.

The teacher retention rate was calculated at 87% from data in the Annual Report.

The student retention rate was listed at 97% in the Annual Report.

In March of 2021, the Kaleidoscope School Board conducted a parent satisfaction survey. 145 Parents Completed the Survey. 91% of parents indicated they were satisfied. Results reported in the Annual Report.

Section 3: Board Documentation and Communications

Standard 15	
Board documents are distributed to all Board members at least 3 days prior to a Board meeting.	
	0 = Board documents were not distributed to all Board members three or more times;
X	1 = Board documents were not distributed to all Board members one or two times;
	2 = Board documents were distributed to all Board members at least 3 days prior to each Board meeting.
Data Source: Monthly Board Minute Review Logs, Board chair statement	

STANDARD 15 ANALYSIS

The School partially met this standard.

VOA meeting minute logs confirms that the school has regularly adhered to providing information 3 days in advance of Board meetings. However, January and February packets were received 2 days prior to the meeting.

Standard 16	
The Board of Directors maintains a Board Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements; and statutory requirements for posting Board related information on the school's website*.	
	0 = Information is incomplete in the binder or on the school's website;
X	1 = complete information is available both in a binder and on the school's website but there are 1-2 incidents of incomplete information;
	2 = a complete Board Documents Binder is kept includes meeting minutes, bylaws and articles of incorporation and financial statements; and the school's website includes the statutory requirements for posting Board-related information.
Data Source: School Website	

STANDARD 16 ANALYSIS

The School partially met this standard because authorizer information was not found on the school's website. The School Board has a Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements and is located in the school office for public access and all Board members have digital access to the electronic Board binder. Board documents can also be found at the school's Web site at: <https://www.kcsmn.org/Page/44>.

The following table demonstrates compliance with posting statutory requirements on the School's Website. Authorizer information was not found on the school's website.

Statutory Requirement	Link
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i> : (1) the meeting minutes of the Board of directors and of members and committees having Board-delegated authority, for at least 365 days from the date of publication;	As of November 23, 2021, the last minutes posted were from: November 22, 2021. https://www.kcsmn.org/apps/pages/index.jsp?uREC_ID=2446361&type=d&pREC_ID=2233830

Statutory Requirement	Link
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i> : (2) directory information for the Board of directors and for the members of committees having Board-delegated authority;	https://www.kcsmn.org/apps/pages/index.jsp?uREC_ID=2446361&type=d&pREC_ID=2233821
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i> : (3) identifying and contact information for the school's authorizer.	MISSING
124E.11 Subd. 3 (b) The charter school must develop and publish, including on its <i>Web site</i> , a lottery policy and process that it must use when accepting pupils by lot.	Lottery (Kindergarten): https://4.files.edl.io/0a5c/08/27/21/161527-807a02a2-75eb-41a8-a27a-b211637db3bd.pdf Lottery (General): Same
124E.13 Subd. 3. (b) (3) post on the school <i>Web site</i> the name, mailing address, bylaws, minutes of Board meetings, and names of the current Board of directors of the affiliated nonprofit building corporation	https://www.kcsmn.org/apps/pages/index.jsp?uREC_ID=2446361&type=d&pREC_ID=2233957 Names of current BC BOD are there, but the bylaws and minutes were not readily located on the website.
124E.16 Subd. 2. Annual public reports. (a)... A charter school must post the annual report on the school's official <i>Web site</i> .	https://www.kcsmn.org/apps/pages/index.jsp?uREC_ID=2446361&type=d&pREC_ID=2233962
World's Best Workforce	https://www.kcsmn.org/apps/pages/index.jsp?uREC_ID=2446361&type=d&pREC_ID=2233962
124E.12 (b) A charter school Board or a cooperative of teachers that provides group health insurance coverage must establish and publish on its <i>Web site</i> the policy for purchasing group health insurance coverage. A charter school Board policy must include a sealed proposal process, which requires all proposals to be opened at the same time. Upon opening the proposals according to the school or cooperative policy, the proposals become public data under chapter 13.	Policy 414 is Employee Health Insurance. https://4.files.edl.io/1232/08/27/21/161314-16bdb8da-f4df-40ca-979e-52346ca1575c.pdf

Standard 17	
The Board has a policy review calendar and reviews and updates its policies as needed or required by state law.	
	0 = Board does not have a calendar/plan for policy review and/or reviews policies at half or fewer of the regular meetings;
	1 = the Board has a policy review calendar/plan and reviews policies at half or fewer of the regular Board meetings;
X	2 = the Board has a thorough policy review calendar/plan and review policies as a regular component of regular Board meetings.
Data Source: SCHOOL Website, Annual Report, Board Minute Review Log, Board Minutes, VOA Visit Review, Governance Committee Minutes, Interview	

STANDARD 17 ANALYSIS

The School met this standard.

The School Board implements annual policy reviews. Their review plan and process for this year included a vetting and revision process resulting in the approval of the following policies.

- July 2020 (First Read Policies)
 - 410 – FMLA
 - 413 - Harassment and Violence
 - 418 - Drug Free Workplace - Drug Free School
 - 506 - Student Discipline
 - 510-SchoolActivities
 - 514 - Bullying Prohibition
 - 522 - Student Sex Non-Discrimination
 - 524 - Internet Acceptable Use and Safety
 - 531 - The Pledge of Allegiance
 - 538 – Enrollment
 - 610-FieldTrips
- August 2020 (Second Read Policies)
 - 208 - Development, Adoption, and Implementation of Policies
 - 410 – FMLA
 - 413 - Harassment and Violence
 - 418 - Drug Free Workplace - Drug Free School

- 506 - Student Discipline
- 510 - School Activities
- 514 - Bullying Prohibition
- 522 - Student Sex Non-Discrimination
- 524 - Internet Acceptable Use and Safety
- 531 - The Pledge of Allegiance
- 538 – Enrollment
- 610 - Field Trips
- 613 - Graduation Requirements
- 615 - Testing, Accommodations, Modifications, and Exemptions for IEPs, 504s, & LEP Students
- 802 - Disposition of Obsolete Equipment and Materials
- 806 - Crisis Management
- September 2020 (First Read Policies)
 - Student Medication
- February 2021 (Approved Policies)
 - 501, 503, and 504.
- February 2021 (First Read Policies)
 - 505- Distribution of Non-School Sponsored Material on School Premises by Student & Employee
 - 507- Personal Electronic Devices
 - 508- Extended School Year of Certain Students with an Individualized Education Program
 - 513- Student Promotion, Retention and Program Design
- March 2021:
 - 502- Search of Student Lockers, Desk, Personal Possessions & Student’s Person
 - 505- Distribution of Non-School Sponsored Material on School Premises by Student & Employee
 - 507- Personal Electronic Devices
 - 508- Extended School Year of Certain Students with an Individualized Education Program
 - 513- Student Promotion, Retention and Program Design
 - 505,507, 508 and 513 (Approved)
- April 2021 (First Read Policies)
 - 515 Protection and Privacy of Pupil Record
 - 520 Student Surveys
 - 521 Student Disability Nondiscrimination
 - 525 Violence Prevention. Policy 526- Hazing Prohibition
 - 527- Student Use of Parking of Motor Vehicles; Patrols, Inspections, and Searches
 - 530- Immunization Requirements
 - 532- Use of Peace Officers and Crisis Teams to Remove Students with IEP’s from School Grounds
 - 903- Visitors to School Building
 - 433- Exit Survey
- May 2021 (Second Read Policy)

- 526- Hazing Prohibition
- 527- Student Use of Parking of Motor Vehicles; Patrols, Inspections, and Searches
- 530- Immunization Requirements
- 532- Use of Peace Officers and Crisis Teams to Remove Students with IEP's from School Grounds
- 903- Visitors to School Building
- 430- Exit Survey

School policies website is located at <https://www.kcsmn.org/Page/43>.

**VOA GOVERNANCE REPORT FOR
KIPP**

(Reflecting the time period from July 1, 2020 – June 30, 2021.)

School: KIPP Minnesota Charter School
Address: 5034 N. Oliver Avenue, 2620 Russell Avenue N
Minneapolis, MN 55430
Phone: (952) 945-4000

Website: www.kippminnesota.org

Director: Shana Ford
Email: sford@kippminnesota.org
Phone: (612) 287-9700

Co-Board Chairs: Nicole Danielsen
Email: nicole.danielsen@gmail.com

Margie Soran
Email: msoran6@gmail.com

Phone: (612) 287-9700

Section 1: Board Structure and Development

Standard 1	
The Board of Directors met its governance model requirements laid out in its bylaws and membership requirements as required by Minnesota Statute*.	
	0 = The Board structure does not meet bylaws and/or state statute;
	1 = the Board did not meet requirements for the entire fiscal year;
X	2 = the Board structure meets bylaws and state statute.
Data Source: Annual report, School Web site, Bylaws	

STANDARD 1 ANALYSIS

The School met this standard.

Website roster information: <http://www.kippminnesota.org/Board-of-directors?rq=Board>

The school’s Annual Report provided the following information on the FY21 Board roster on page 14 that demonstrates the school met statutory requirements for Board structure.

Name	Position	Group	Elected	Term Start	Term End	Email	Attendance
Kristine Straumann	Treasurer	Community	6/13/2018	6/1/2018	6/1/2021	kristine.straumann@gmail.com	100%
Lisa Roath		Community	5/21/2020	6/1/2020	6/1/2023	Lisa.Roath@target.com	88%
Trent Bowman		Community	5/21/2020	6/1/2020	6/1/2023	Trent.Bowman@oldnational.com	88%
Nicole Danielsen	Co-Chair	Community	11/16/2019	6/1/2019	6/1/2022	nicole.danielsen@gmail.com	100%
Renee Uzong	Secretary	Community	6/15/2016	6/1/2019	6/1/2022	ruzong@mmm.com	63%
Kendall Harrell		Community	1/23/2020	6/1/2020	6/1/2023	kendall.harrell@cariboucoffee.com	88%
John Slifer		Community	8/15/2019	6/1/2019	6/1/2022	jrslifer@gmail.com	100%
Margie Soran	Co-Chair	Community	8/15/2019	6/1/2019	6/1/2022	msoran6@gmail.com	100%
Paul Muldoon		Community	11/15/2018	6/1/2018	6/1/2021	paul_d_muldoon@hotmail.com	88%
Kojo Amoo-Gottfried		Community	10/28/2020	1/1/2021	1/1/2024	kojo_amoo-gottfried@cargill.com	88%
Chris Rogers		Teacher	8/15/2019	6/1/2019	6/1/2021	crogers@kippminnesota.org	100%
Gladys Gordon		Parent	5/21/2020	6/1/2020	6/1/2022	ggordon@kippminnesota.org	63%

Standard 2	
The Board of Directors has the necessary knowledge to carry out the responsibilities contained in Minn. Stat 124E.07, Subd. 6. (Duties), including knowledge in finance/budget, policy/legal, personnel/employment, and education.	
	0 = The Board does not have a plan to ensure Board members have the necessary knowledge;
	1 = the Board has a partial plan to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education;
X	2 = The Board has a thorough plan to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education.
Data Source: Board Development and/or Board Training Plan and/or Training Table or Calendar, Board Development Committee minutes, Board minutes, Annual report, School website	

STANDARD 2 ANALYSIS

The School met this standard.

The School has a robust strategic plan that includes activities aimed at Board oversight and development.

- July 2020: SWOT Analysis was conducted.
- September 2020: Review and approval of Committee Structure and Members
- February 2021: Operationalize best practices for high performing Boards, six standards for effective Board governance was shared.

Standard 3	
The Board adheres to an orientation process for bringing on new members.	
	0 = The Board does not have a membership orientation process for new Board members;
	1 = the school Board has a process for the orientation of new Board members, but it is not consistently followed;
X	2 = the school Board adheres to a thorough process for the orientation of new Board members.
Data Source: Board Minutes, Interview, Board Development Plan and/or Board Training Plan, Interview	

STANDARD 3 ANALYSIS

The School met this standard.

The school director confirmed that each new Board member is provided necessary orientation.

Standard 4	
The Board of Directors complies with initial and ongoing training requirements set forth in Minn. Stat 124E.07, Subd 7 (Training): governance, financial, and employment policies and practices.	
	0 = More than one Board member did not fully comply with Minnesota law regarding Board training requirements;
	1 = one Board member did not fully comply with Minnesota law regarding Board training requirements and was removed;
X	2 = all Board members comply with Minnesota law regarding Board training requirements.
Data Source: Annual report, School website, Board minutes and documents	

STANDARD 4 ANALYSIS

The School met this standard.

The school provided the following 2020-2021 School Year KIPP Minnesota Board Training Schedule.

FY21 Initial Board Training Report

Board Member	Date First Seated	Governance Basic Training – Trainer & Date	Finance Basic Training – Trainer & Date	Employment Basic Training – Trainer & Date	Met Requirement?
Chris Rogers	8/15/19	KIPP MN Board Retreat	KIPP MN Board Retreat	KIPP MN Board Retreat	x
John Slifer	8/15/19	MN Charter School Association Training	MN Charter School Association Training	MN Charter School Association Training	x
Paul Muldoon	11/15/18	MN Charter School Association Training	MN Charter School Association Training	MN Charter School Association Training	x
Margie Soran	8/15/19	MN Charter School Association Training	MN Charter School Association Training	MN Charter School Association Training	x
Nicole Danielsen	11/16/19	MN Charter School	MN Charter School	MN Charter School	x

		Association Training	Association Training	Association Training	
Renee Uzong	6/15/16	University of St. Thomas Board Training	University of St. Thomas Board Training	University of St. Thomas Board Training	x
Kristine Strauman	7/1/18	MN Charter School Association Training	MN Charter School Association Training	MN Charter School Association Training	x
Kendall Harrell	1/12/20	MN Charter School Association Training	MN Charter School Association Training	MN Charter School Association Training	x

FY21 Ongoing (Annual) Board Training Report, including new members' initial Board training.

2020-2021 School Year KIPP Minnesota Board Training Schedule

Name	Type of Activity	Date	Location
Kristine Straumann	KIPP MN Academic Board Training	January 2021	KIPP North Star, 5034 Oliver Ave N, Minneapolis, MN
Lisa Roath	Initial Training; KIPP MN Academic Board Training	CharterSource; January 2021	KIPP North Star, 5034 Oliver Ave N, Minneapolis, MN
Trent Bowman	Initial Training; KIPP MN Academic Board Training	CharterSource; January 2021	KIPP North Star, 5034 Oliver Ave N, Minneapolis, MN

Kojo Amoo-Gottfried received training on governance training on April 13, 2021. He also received training on finance July 15, 2021; and on employment on November 12, 2021. He also participated in training with the entire board on July 28, 2021.

Standard 5	
The Board of Directors completes a self-evaluation each year.	
	0 = The Board does not conduct self-evaluation;
	1 = the Board completes informal self-evaluations during one or more Board meeting(s);
X	2 = the Board completes a formal self-evaluation each year.
Data Source: Board Minutes, Board Development Committee minutes	

STANDARD 5 ANALYSIS

The School met this standard.

The School Board completes a self-evaluation annually at the Board retreat. For FY21 the school sent documentation for self-evaluation that was conducted, through a document titled Board Effectiveness Diagnostic.

Section 2: Board Practices

Standard 6	
The Board of Directors will comply with MN Open Meeting Law, Chapter 13D, and maintains a quorum for all Board meetings.	
	0 = The Board has 2 or more infractions of MN Open Meeting Law;
	1 = the Board has 1 infraction of MN Open Meeting Law;
X	2 = the Board has no infractions of MN Open Meeting Law.
Data Source: Monthly Logs of Meeting Minutes, Meeting Minutes, Interview	

STANDARD 6 ANALYSIS

The School Board met this standard.

Monthly logs of School Board meeting minutes provide evidence that the school maintains a quorum for scheduled Board meetings.

Standard 7	
The Board regularly reviews, updates, and approves its bylaws. The bylaws are consistent with state law.	
	0 = Bylaws are inconsistent with state statute;
	1 = bylaws are consistent with state statute but have not been reviewed regularly;
X	2 = bylaws are consistent with state law and the Board reviews them regularly.
Data Source: School's website, Board minutes, Bylaws, Interview	

STANDARD 7 ANALYSIS

The School met this standard.

The Board Chair stated that their bylaws are up to date and consistent with state law. The Board reviewed and approved amendments to the bylaws in July 2020 and September 2020.

Bylaws can be found as of 1/4/2022 online at:

<https://static1.squarespace.com/static/54878f63e4b0a541b2f461f5/t/5e3396ba239e650b840941ec/1580439227149/KIPP+MN+Board+Bylaws.pdf>. The date on the bylaws document is October 3, 2017.

Standard 8	
The Board of Directors adheres to Board member election requirements set forth by state statute*.	
	0 = Election requirements were not met;
X	2 = all requirements were met.
Data Source: Board Minutes, Bylaws, Board Policies, Interview	

STANDARD 8 ANALYSIS

The School met this standard.

The Annual Report presented the Election plan as follows:

Board Elections Process

1. New members are elected annually in the spring
2. Election results are announced at the KIPP Minnesota Annual Meeting in June
3. Newly elected Board members are inducted/seated at the June Board meeting
4. All teaching staff and parents are invited to run for a school Board seat
5. The term of office for community Board members is for three years. The term of office for teacher and parent representatives is for two years.

Minutes reflected the election was held on May 21, 2021. Kojo Amoo-Gottfried was elected to officially begin his term as Community Representative. Kristine Straumann, Paul Muldoon were elected to begin their second term as Community Representatives. Aquila Collins was elected as the new Parent Representative, and Nicole Lipsey was elected as the new Teacher Representative.

Minnesota Statutes 124E.07 Subdivision 2 Requirements	Evidence
According to, the ongoing Board must be elected before the school completes its third year of operation.	Not applicable
The Board elections must be held during the school year but may not be conducted on days when the school is closed.	Election date and day(s): May 21, 2021 School was in a distance learning session.
A charter school must notify eligible voters of the school Board election dates at least 30 days before the election.	Date of notice: April 6, 2021 Date of election: May 21, 2021 Notice was sent at least 30 days before the election.

Staff members employed at the school, members of the Board of directors, and all parents or legal guardians of children enrolled in the school are eligible voters.

The Board chair confirmed that eligible voters were notified and encouraged to vote.

Standard 9	
The Board conducts an annual evaluation (including all aspects of the position description) of the performance of the school leader through a defined annual evaluation process.	
	0 = The Board did not complete an annual evaluation of the school leader;
	1 = the Board completed an evaluation of the school leader but not on all aspects of the job description;
X	2 = the Board completed a formal evaluation of the school leader including all aspects of the job description.
Data Source: Annual Report, Board Minutes, Committee Minutes, Board documentation	

STANDARD 9 ANALYSIS

The School met this standard.

The Board uses the 360 and KIPP Leadership Competency Evaluation. Executive Director Review Process: “The Board Chair and Executive Director agree on goals and priorities for the school year as part of the performance plan. The Executive Director works with the Leadership Team to develop a comprehensive plan including strategies to meet school goals and benchmarks to monitor progress. The Executive Director reports on the goals regularly to the Executive Committee and Board of Directors. The Executive Director completes a self-assessment aligned to the KIPP Leadership Competencies and is formally evaluated by the Board of Directors mid-year and at the end of the year. The Executive Committee of the Board reviews the Executive Director's performance against the goals and performance plan along with the results of a 360-degree review and generates an assessment of performance.”

The April 2021 Board minutes reflected that the Board was conducting a performance review of the Executive Director including a process update, professional development to be completed by July of 2021, and for the review to be completed by July 2021.

Standard 10	
The Board has a Board-approved professional development plan for the school director (if applicable as required by Minn. Stat. 124E.12, Subd. 2*).	
X	0 = A professional development plans for the non-licensed individual(s) was not documented in the school's annual report;
	2 = a professional development plan for the non-licensed individual(s) was documented in the school's annual report or the school's director holds an administrative license.
Data Source: Annual Report, Board minutes, Board chair communication.	

* Minn. Stat. 124E.12, Subd. 2*(b) The Board of directors and an individual who does not hold a valid administrative license and who serves in an administrative, supervisory, or instructional leadership position shall develop a professional development plan. The school's annual report must include public personnel information documenting the professional development plan.

STANDARD 10 ANALYSIS

The School did not meet this standard.

The professional development plan for the non-licensed school director/administrator(s) was not found in the school's annual report. However, the school did provide additional information upon request:

Shana had the following PD opportunities:

Nick Carson (KIPP Foundation Professional Development)

KIPP Foundation Finance Training

Marsha (Peer Professional Development)

Math Coach

Dyslexia Simulation

Meeting with Wendy (Dyslexia Silumation Facilitator)

Josh Crosson (Community Awareness and Charter School Landscape)

Standard 11	
The Board of Directors monitors the organization's adherence to school Board policies.	
	0 = Meeting minutes include no evidence of the Board monitoring the organization's adherence to school Board policies;
	1 = meeting minutes includes one or two examples of the Board monitoring the organization's adherence to school Board policies;
X	2 = meeting minutes include three or more examples of the Board monitoring the organization's adherence to school Board policies.
Data Source: Board Meeting Minutes, Interview	

STANDARD 11 ANALYSIS

The School met this standard.

The School Board utilizes policies and monitors the application of policies in its work throughout the year. Examples include:

- Examining Board policy related to Board membership and committees.
- Reviewing Board member training requirements and Board member roles and responsibilities.
- Monitoring compliance to open meeting law.
- Monitoring evaluation of leadership.
- Monitoring World’s Best Workforce compliance.
- Planning and organizing elections.
- Monitoring Board training.

Standard 12	
The Board of Directors complies with Federal data practices law and the Minnesota Data Practices Act (Minn. Stat. Chapter 13)*.	
	0 = Data practice policies are not fully in place;
	1 = data practice policies are in place in accordance with state statute, but staff were not trained in Data Practices;
X	2 = data practice policies are in place in accordance with state statute and staff are appropriately trained in Data Practices.
Data Source: Board minutes, VOA Visit Review	

* Minnesota Data Practices Act (Minn. Stat. Chapter 13), Minnesota Rules, Chapter 1205, Official Records Act (Minn. Stat., section 15.17), Records Management Statute (Minn. Stat., section 138.17), and FERPA and HIPPA laws. See https://mn.gov/admin/assets/dpintro_tcm36-309355.pptx , <https://mn.gov/admin/data-practices/data/types/education/>, Federal law for FERPA (<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>).

STANDARD 12 ANALYSIS

The School met this standard.

The Board works to comply with the Minnesota Data Practices Act in several ways.

The school has the following data practices policies: 5.3.4 - Student Educational Data Policy, and 7.4 - Data Access Policy for Members of the Public revised in January 2017. These address Minnesota and Federal data practices requirements.

The Board ensures the school follows these requirements - student and employee privacy, readiness to respond to data requests, and is effective to separate the public from private information and data. They have adopted the MDE Records Retention schedule. There is also information in the parent handbook.

Delegated parties are responsible for implementing policies, including:

Responsible Authority: Margie Soran and Nicole Danielsen

Compliance Official: Rebecca Gallt

Data Practice Designee: Shana Ford

Standard 13	
The Board of Directors provides ongoing oversight of school academic performance.	
	0 = Less than half of the Board meeting minutes or less include evidence of oversight of school academic performance;
	1 = at least half of the Board meeting minutes include evidence of oversight of school academic performance;
X	2 = meeting minutes include evidence of regular oversight of school academic performance.
Data Source: Board Minutes	

STANDARD 13 ANALYSIS

The School met this standard.

The School Board monitored academic performance at Board meetings regularly either as an agenda item or as part of the Director’s report. The Director provides an academic update at each meeting and aligns this information with the school’s Strategic Plan. The Board also reviews the school’s academic data in the Annual Report and WBWF Summary Report. Examples of academic oversight found in Board minutes includes:

- July 2020: The Board addressed student engagement level of distance learning.
- September 2020: In the Academic Update distance learning was examined. Curricular decisions were discussed prioritizing cultural relevance of curriculum and daily live phonics instruction. Also, the administration of NWEA, MAP and AIMSweb were discussed. The Board discussed the importance of student engagement.
- February 2021: The Board approved Academic Committee Minutes that addressed 2nd Grade Literacy (Aimsweb), 5th Grade. Literacy (MAP), a learning model shift - slowly shifting from distance learning to in person learning starting 2/22/21. The World’s Best Workforce Report was referenced.

Standard 14	
The school maintains a high level of parent, teacher and student satisfaction rates based on school conducted surveys and student/faculty retention rates.	
	0 = Less than two of three criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates;
X	1 = two of three criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates;
	2 = all of the following criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates.
Data Source: Annual Report, Board Minutes, School data, Interview	

STANDARD 14 ANALYSIS

The School partially met this standard.

The school reported in their annual report that the retention rate for FY21 for students was 83%.

The school reported in their annual report that the retention rate for FY21 for teachers was 85%.

In a typical year, KIPP administers the TNTP survey for parent satisfaction. Because of the COVID-19 crisis, this school reported in their annual that the survey was not given. Another survey was given more focused on the experience with distance learning. The questions related to satisfaction did not result in achieving an 80% satisfaction rate.

Section 3: Board Documentation and Communications

Standard 15	
Board documents are distributed to all Board members at least 3 days prior to a Board meeting.	
	0 = The Board documents were not distributed to all Board members three or more times;
	1 = the Board documents were not distributed to all Board members one or two times;
X	2 = the Board documents were distributed to all Board members at least 3 days prior to each Board meeting.
Data Source: Monthly Board Minute Review Logs, Board chair statement	

STANDARD 15 ANALYSIS

The School met this standard.

VOA-MN had information that the October meeting packet was received 2 days prior to the meeting. However, the school provided evidence that the Board did receive the packet 3 days prior. The school reported that the June 21, 2002, meeting was an “special meeting” to give the Executive Committee the authority to approve vendor contracts. There was a meeting announcement for this meeting that was sent to board members on June 11.

Standard 16	
The Board of Directors maintains a Board Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements; and statutory requirements for posting Board related information on the school's website*.	
	0 = Information is incomplete in the binder or on the school's website;
	1 = complete information is available both in a binder and on the school's website but there are 1-2 incidents of incomplete information;
X	2 = a complete Board Documents Binder is kept including meeting minutes, bylaws and articles of incorporation and financial statements; and the school's website includes the statutory requirements for posting Board-related information.
Data Source: School Website	

STANDARD 16 ANALYSIS

The School met this standard.

The School Board has a Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements and is located in the school office records room for public access and all Board members have digital access to it. Board documents can also be found at the school's Web site at: <http://www.kippminnesota.org/meeting-minutes>

The following table demonstrates compliance with statutory requirements for posting information on the School's website. Two checks of the school's website found that the

Statutory Requirement	Link
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i> : (1) the meeting minutes of the Board of directors and of members and committees having Board-delegated authority, for at least 365 days from the date of publication;	As of 11/29/2021 the September 22, 2021, Board minutes are posted. http://www.kippminnesota.org/meeting-minutes
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i> : (2) directory information for the Board of directors and for the members of committees having Board-delegated authority;	https://www.kippminnesota.org/Board-of-directors
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i> : (3) identifying and contact information for the school's authorizer.	http://www.kippminnesota.org/school-policies-and-compliance?rq=VOA
124E.11 Subd. 3 (b) The charter school must develop and publish, including on its <i>Web site</i> , a lottery policy and process that it must use when accepting pupils by lot.	https://www.kippminnesota.org/request-enrollment-information-1

<p>124E.13 Subd. 3. (b) (3) post on the school <i>Web site</i> the name, mailing address, bylaws, minutes of Board meetings, and names of the current Board of directors of the affiliated nonprofit building corporation</p>	<p>http://www.kippminnesota.org/Board-of-directors and http://www.kippminnesota.org/s/KIPP-MN-ABC-Bylaws.pdf.</p>
<p>124E.16 Subd. 2. Annual public reports. (a)... A charter school must post the annual report on the school's official <i>Web site</i>.</p>	<p>https://www.kippminnesota.org/charter-school-authorizer-annual-report</p>
<p>124E.12 (b) A charter school Board or a cooperative of teachers that provides group health insurance coverage must establish and publish on its <i>Web site</i> the policy for purchasing group health insurance coverage. A charter school Board policy must include a sealed proposal process, which requires all proposals to be opened at the same time. Upon opening the proposals according to the school or cooperative policy, the proposals become public data under chapter 13.</p>	<p>http://www.kippminnesota.org/s/KIPP-Minnesota-Group-Health-Insurance-Policy-fkwx.pdf</p>

Standard 17	
The Board has a policy review calendar and reviews and updates its policies as needed or required by state law.	
	0 = The Board does not have a calendar/plan for policy review and/or reviews policies at half or fewer of the regular meetings;
X	1 = the Board has a policy review calendar/plan and reviews policies at half or fewer of the regular Board meetings;
	2 = the Board has a thorough policy review calendar/plan and review policies as a regular component of regular Board meetings.
Data Source: SCHOOL Website, Annual Report, Board Minute Review Log, Board Minutes, VOA Visit Review, Governance Committee Minutes, Interview	

STANDARD 17 ANALYSIS

The School partially met this standard.

The Board’s Governance Committee addressed policy review and had a plan, however evidence of policy review in meeting minutes for regular board meetings was lacking.

**VOA GOVERNANCE REPORT FOR
LILA**

(Reflecting the time period from July 1, 2020 – June 30, 2021.)

School: Lakes International Language Academy
Address: 246 11th Ave. SE, Forest Lake, MN 55025
Phone: (651)464-0771
Web site: <https://www.mylila.org/>

Director: Shannon Peterson
Email: speterson@lakesinternational.org
Phone: (651)252-6704

Board Chair: Mira Norcross
Email: mnorcross@mylila.org
Phone: 651-464-0771

Section 1: Board Structure and Development

Standard 1	
The Board of Directors met its governance model requirements laid out in its bylaws and membership requirements as required by Minnesota Statute*.	
	0 = The Board structure does not meet bylaws and/or state statute;
	1 = the Board did not meet requirements for the entire fiscal year;
X	2 = the Board structure meets bylaws and state statute.
Data Source: Annual report, School Web site, Bylaws	

STANDARD 1 ANALYSIS

The School met this standard.

The Board met statutory requirements. The FY2021 Board Table is found on the Website at <https://mylila.org/Board/Board-members> and in the Annual Report on page #5.

2020-2021 School Year Charter Public School Board
This table contains information for ALL board members.

2020 - 21 Election Date: April, 3rd 2020

Name	Board Position	Eligibility Category (if teacher, FF #)	Date Elected	Date Seated	Term Expiration	Email Address
Jessie Sheldon	Secretary, Teacher Member	Teacher 475484	3/25/19	7/1/19	6/30/21	jsheldon@mylila.org
Jennifer May	Vice Chair, Parent Member	Parent	3/25/19	7/1/19	6/30/21	jmay@mylila.org
James Redfield	Treasurer, Community Member	Community member	4/14/20	7/1/20	6/30/21	jredfield@mylila.org
Alex Treanor	Parent Member	Parent	3/25/19	7/1/19	6/30/21	atreanor@mylila.org
Mira Norcross	Chair, At-Large Member	Parent	Re-elected 4/14/20	7/1/20	6/30/22	mnorcross@mylila.org
Cesca Massana	At-Large Member	Teacher 477722	4/14/20	7/1/20	6/30/22	cmassana@mylila.org
Erin Ribar	Parent Member	Parent	4/14/20	7/1/20	6/30/22	eribar@mylila.org
Teng Xu	Teacher Member	Teacher	3/25/19	7/1/19	6/30/21	txu@mylila.org
Erin Maher	Teacher Member	Teacher	3/25/19	7/1/19	6/30/21	emaher@mylila.org
Shannon Peterson	ex officio, non-voting	Executive Director	n/a	n/a	n/a	speterson@mylila.org
Julie Lundgren	ex officio, non-voting	CFO	n/a	n/a	n/a	jlundgren@mylila.org

Standard 2	
The Board of Directors has the necessary knowledge to carry out the responsibilities contained in Minn. Stat 124E.07, Subd. 6. (Duties), including knowledge in finance/budget, policy/legal, personnel/employment, and education.	
	0 = The Board does not have a plan to ensure Board members have the necessary knowledge;
	1 = the Board has a partial plan to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education;
X	2 = The Board has a thorough plan to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education.
Data Source: Board Development and/or Board Training Plan and/or Training Table or Calendar, Board Development Committee minutes, Board minutes, Annual report, School website	

STANDARD 2 ANALYSIS

The School met this standard.

Board agendas include a regular update on training plans including time at each Board meeting for Board members and the CFO to report training that was achieved the prior month. The expectation is that each member will fulfill training requirements and the reporting is part of that accountability.

Standard 3	
The Board adheres to an orientation process for bringing on new members.	
	0 = The Board does not have a membership orientation process for new Board members;
	1 = the Board has a process for the orientation of new Board members, but it is not consistently followed;
X	2 = the Board adheres to a thorough process for the orientation of new Board members.
Data Source: Board Minutes, Interview, Board Development Plan and/or Board Training Plan, Interview	

STANDARD 3 ANALYSIS

The School met this standard.

The School Board institutes and follows an orientation process for bringing on new members. New Board members receive in-house Board orientation by a member or members of the Board training committee. New members are presented with updated custom Board handbooks and a copy of the book Robert's Rules of Parliamentary Procedure.

Standard 4	
The Board of Directors complies with initial and ongoing training requirements set forth in Minn. Stat 124E.07, Subd 7 (Training): governance, financial, and employment policies and practices.	
	0 = More than one Board member did not fully comply with Minnesota law regarding Board training requirements;
	1 = one Board member did not fully comply with Minnesota law regarding Board training requirements and was removed;
X	2 = all Board members comply with Minnesota law regarding Board training requirements.
Data Source: Annual report, School website, Board minutes and documents	

STANDARD 4 ANALYSIS

The School met this standard.

All the Board members complied with Minnesota law regarding Board training requirements. The Board Chair coordinates registration of new members for mandatory training, to begin in their first 6 months of service and to be completed by the first 12 months of service. All members met the training requirements for 2021 except for Alex Treanor, whose term ended 6/30/2021.

FY21 Ongoing (Annual) Board Training Report, from the FY21 Annual Report

Annual Training Completed by Board Members 2020-2021			
Board Member	Role	Training attended	Dated of the training
Mira Norcross	Chair, parent (at-large)	Cybersecurity (fraud prevention) presented by Treasurer Alex Treanor and CFO Julie Lundgren	4/13/21 finance committee meeting
Jessie Sheldon	Secretary, Teacher member	MN Data Practices Office Jamilah Pitts Anti-racism PD for LILA faculty and staff	4/5/21
Jennifer May	Vice-Chair, Parent	High Quality Charter School Methodology - Stakeholder Engagement Meeting on	12/14/2020
Alex Treanor	Treasurer	Cybersecurity (anti-fraud) training at the	4/13/21 and 5/11/21
Jim Redfield	Community	Mandated Charter School	8/19/2020

	Member	Board training in all 3 areas (employment laws, government, and finance) by MACS	8/20/2020 8/26/2020
Erin Ribar	Parent member	Mandated Charter School Board training in all 3 areas (employment laws, government, and finance) by MACS Board Chat: Understanding Charter School Financial Statements. Special Education in Charter Schools: Policy, Challenges, Opportunities and the Impact of COVID-19	8/19/2020 8/20/2020 8/26/2020 1/12/2021
Cesca Massana	Teacher member	Mandated Charter School Board training in all 3 areas (employment laws, government and finance) by MACS	8/19/2020 8/20/2020 8/26/2020
Teng Xu	Teacher member	Title IX training from Rupp Anderson Squires & Waldspurge	8/14/2020
Erin Maher	Teacher member	Distance Learning Playbook Training	11/18/2020
Shannon Peterson	ex officio, non-voting	Title IX training from Rupp Anderson Squires & Waldspurge "Transitioning Learning Models - It's more than numbers" by Hennepin County Regional Support team "The Importance of US/China Relations in	8/14/2020 10/8/2020 9/30/2020

		<p>Today’s Interconnected World,” by Confucius Institute</p> <hr/> <p>—</p> <p>“UN Organizations for Promoting Peace, Understanding and Human Rights,” by Confucius Institute</p> <hr/> <p>—</p> <p>Rupp, Anderson, Squires & Waldspurger Law Conference</p> <hr/> <p>—</p> <p>Forest Lake Everyone Belongs Innovation Labs</p> <hr/> <p>—</p> <p>PELSB Info Session - 2020-21 School Year Guidance</p> <hr/> <p>—</p> <p>Return to Civility Webinar</p>	<p>10/7/2020</p> <p>9/25/2020</p> <p>9/26/2020</p> <p>9/18/2020</p> <p>12/8/20</p>
Julie Lundgren	Ex officio, non-voting	CLA: PPP Funding & Forgiveness webinar	8/13/2020, 12/31/2020
		MDE: EOY Finance & SpEd finance webex	8/6/2020
		RASW Annual school law conference	9/25/2020
		Data Practices	9/29/2020
		MDE SERVS-UFARS reconciliation webinar	10/13/2020
		MASBO spring conference	2/4/21 to 2/5/2021

		CLA: Enterprise risk management	2/24/2021
		CLA: cybersecurity webinar for K-12 schools	3/23/2021
		Hollaback Bystander Intervention Training for social justice	4/19/2021
		CLA: internal controls webinar	4/20/2021
		MDE: Title II, Part A	5/19/2021

		—	6/8/2020
		MDE webinar: MARSS ADM and CARES Act funding for schools	
		_____	8/25/2020
		—	
		SEDRA training	8/27/2020

		—	10/29/202
		Tuition billing webex by MDE.	
		_____	10/27/2020
		—	
		MDE Procurement webinar as part of the Fiscal Monitoring series	
		_____	10/21/2020
		—	
		MDE MARSS University webex session on Compensatory Revenue	
		_____	12/13/2020
		—	
		Board Chat webinar on Eminent Domain legal case in MN	
		_____	3/21/2021
		—	
		CliftonLarsonAllen webex	4/1/2021

		<p>on PPP and Consolidated Appropriations Act</p> <hr/> <p>EdAllies Mid-Session Legislative Policy Update for K-12 Education</p> <hr/> <p>Prince George’s Community College online equity workshop on Microaggressions</p> <hr/> <p>CAAL’s Untold Stories: Asian Americans Experiencing Hate</p>	3/24/2021
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is the FY21 Annual Board Training Report reported in the FY21 Annual Report:

**REQUIRED STATUTORY TRAINING
COMPLETED BY SEATED BOARD MEMBERS***

Board Member Name	Governance Basic Training Completed	Finance Basic Training Completed	Employment Basic Training Completed	Dates, locations and trainers
Erin Ribar	MACS 8-19-2020	MACS 8-20-2020	MACS 10-26-2019	at MACS for Courses 100 & 300; online for Course 200
Cesca Massana	MACS 8-19-2020	MACS 8-20-20	MACS 8-26-2020	at MACS for Courses 100 & 300; online for Course 200
Jim Redfield	MACS 8-19-2020	MACS 8-20-2020	MACS 8-26-2020	at MACS for Courses 100 & 300; online for Course 200
Mira Norcross* (re-elected)				

***returning members’ statutory training reported previously**
 New members: Erin Ribar, Cesca Massana, and Jim Redfield

Standard 5	
The Board of Directors completes a self-evaluation each year.	
	0 = The Board does not self-evaluation;
	1 = the Board completes informal self-evaluations during one or more Board meeting(s) ;
X	2 = the Board completes a formal self-evaluation each year.
Data Source: Board Minutes, Board Development Committee minutes	

STANDARD 5 ANALYSIS

The school met this standard.

The Lakes International Language Academy Board completes a self-evaluation at the end of each Board meeting and annually. Data mentioning self-evaluation is included in the meeting minutes of December 2020, February 2021, and May 2021 Board meetings.

The Board does self-evaluation as part of every Board meeting as a best practice. One tool used is the “fist of five”; each member rates the meeting and the Board’s performance on a scale of 1 (worst) to 5 (best), with time to comment on the meeting. The Board also participates in strategic planning which includes Board evaluation. Another tool the Board chair employs from time to time is to ask members to reflect on a specific question, emailing their responses for compilation and comment at the next regular meeting. The self-evaluations records are found in meeting minutes (last item on agenda before adjournment).

Section 2: Board Practices

Standard 6	
The Board of Directors will comply with MN Open Meeting Law, Chapter 13D, and maintains a quorum for all Board meetings.	
	0 = The Board has 2 or more infractions of MN Open Meeting Law;
	1 = the Board has 1 infraction of MN Open Meeting Law;
X	2 = the Board has no infractions of MN Open Meeting Law.
Data Source: Monthly Logs of Meeting Minutes, Meeting Minutes, Interview	

STANDARD 6 ANALYSIS

The School met this standard.

The Board Chair stated that the Board is diligent to follow open meeting law requirements. Monthly logs of school Board meeting minutes provided evidence that the school maintained a quorum for scheduled Board meetings.

Standard 7	
The Board regularly reviews, updates, and approves its bylaws. The bylaws are consistent with state law.	
	0 = Bylaws are inconsistent with state statute;
	1 = bylaws are consistent with state statute but have not been reviewed regularly;
X	2 = bylaws are consistent with state law and the Board reviews them regularly.
Data Source: School's website, Board minutes, Bylaws, Interview	

STANDARD 7 ANALYSIS

The School met this standard.

The Board discussed reviewing the bylaws in their February 9, 2021 meeting. The Board Chair stated that their bylaws are up to date and consistent with state law. Each Board member has a binder and digital version of bylaws and school office binder contains the bylaws.

Bylaws can be found online at:

https://www.mylila.org/images/Policies/2019-20_Policies/LILA_bylaws_approved_11Jun19.pdf

Standard 8	
The Board of Directors adheres to Board member election requirements set forth by state statute*.	
	0 = Election requirements were not met;
X	2 = all requirements were met.
Data Source: Board Minutes, Bylaws, Board Policies, Interview	

STANDARD 8 ANALYSIS

The School met this standard.

Four Board members are elected in even-year elections and five Board members in odd-year elections. Teacher and Parent Seat terms are for 2 years and the community seat is for 1 year. The Bylaws define other specifics. If an elected Board member resigns within the first 6 months of their term, there must be a special election to fill the seat. The vote is electronic, and the voting period is open until the date of ballot closing. A quorum of twenty (20) percent of charter members of legal voting age must be established for elections to be certified. LILA has a sophisticated system that is secure. LILA uses an electronic voting system that provides assurances that the voting process is secure. The Board Chair stated that all members were notified 30 days before the election date and given instructions and access for voting.

Minnesota Statutes 124E.07 Subdivision 2 Requirements	Evidence
According to, the ongoing Board must be elected before the school completes its third year of operation.	Not applicable
The Board elections must be held during the school year but may not be conducted on days when the school is closed.	Election date and day(s): February 8 - 26, 2021 School was in session.
A charter school must notify eligible voters of the school Board election dates at least 30 days before the election.	Date of notice: January 22, 2021 Date of election: February 18 - 26, 2021 Notice was at least 30 days before the election.
Staff members employed at the school, members of the Board of directors, and all parents or legal guardians of children enrolled in the school are eligible voters.	The Board Chair confirmed that eligible voters were notified and encouraged to vote.

Standard 9	
The Board conducts an annual evaluation (including all aspects of the position description) of the performance of the school leader through a defined annual evaluation process.	
	0 = The Board did not complete an annual evaluation of the school leader;
	1 = the Board completed an evaluation of the school leader but not on all aspects of the job description;
X	2 = the Board completed a formal evaluation of the school leader including all aspects of the job description.
Data Source: Annual Report, Board Minutes, Committee Minutes, Board documentation	

STANDARD 9 ANALYSIS

The School met this standard.

Listed below is the process and schedule the Board has adopted for evaluating the school leader. Shannon Peterson served as interim executive director for 2019-20 and was then hired as Executive Director beginning July 1, 2020. She holds a K-12 principal license in the state of Minnesota, file folder #303733. She was evaluated according to this process in the 2021-22 school year.

Lakes International School Executive Director Evaluation Timeline Template

May-July

- Executive director and Board clarify vision, mission, and update long-range plans for the district.
- Board and executive director review executive director job description and evaluation process, forms, and timelines to be used to measure performance for the next year.
- Executive director and Board set goals for the upcoming year.

November and March

- Executive director makes an interim progress report to the Board on school goals.

March

- Board appoints a subcommittee.

Charge:

- Work with executive director to identify evaluation form to be used
- Distribute evaluation and oversee data collection.
- Prepare summary of evaluation for executive director.
- Meet with executive director to share results.
- Determine if executive director would like a closed-session meeting with the full Board.
- Prepare summary of evaluation for Board.
- Draft new contract when necessary.

April

- A copy of the final written evaluation form is placed in the executive director's personnel folder. A member of the subcommittee reviews the survey with the Executive Director.

As soon as evaluation is complete; No later than July

- The results of the evaluation and progress on school goals are shared with the community.
- Contract negotiations occur, when necessary.
- Return to the beginning of the cycle.

Standard 10	
The Board has a Board-approved professional development plan for the school director (if applicable as required by Minn. Stat. 124E.12, Subd. 2*).	
	0 = A professional development plans for the non-licensed individual(s) was not documented in the school's annual report;
X	2 = a professional development plan for the non-licensed individual(s) was documented in the school's annual report or the school's director holds an administrative license.
Data Source: Annual Report, Board minutes, Board chair communication.	

* Minn. Stat. 124E.12, Subd. 2*(b) The Board of directors and an individual who does not hold a valid administrative license and who serves in an administrative, supervisory, or instructional leadership position shall develop a professional development plan. The school's annual report must include public personnel information documenting the professional development plan.

STANDARD 10 ANALYSIS

The School met this standard.

Executive Director Shannon Peterson is a licensed K-12 Principal, license folder # 303733. Based on statute she is not required to have a professional development plan. Instead, her licensure requires regular professional development.

Standard 11	
The Board of Directors monitors the organization's adherence to school Board policies.	
	0 = Meeting minutes include no evidence of the Board monitoring the organization's adherence to school Board policies;
	1 = meeting minutes includes one or two examples of the Board monitoring the organization's adherence to school Board policies;
X	2 = meeting minutes include three or more examples of the Board monitoring the organization's adherence to school Board policies.
Data Source: Board Meeting Minutes, Interview	

STANDARD 11 ANALYSIS

The School met this standard.

The School Board utilizes policies and monitors the application of policies in its work throughout the year. Examples include:

- Examining Board policy related to Board membership and committees.
- Reviewing Board member training requirements and Board member roles and responsibilities.
- Monitoring compliance to open meeting law.
- Monitoring evaluation of leadership.
- Monitoring World's Best Workforce compliance.
- Planning and organizing elections.
- Monitoring Board training.

Here are a few examples taken from the Board's meeting minutes:

- August 2020:
 - Policy 508 Enrollment of out of state students
- September 2020:
 - Policy 126 Public School Fees
- October 2020:
 - Policy 214 Mandated Reporting of Child Neglect of Physical or Sexual Abuse
 - Policy 232 Conflict of Interest
- November 2020:
 - Policy 116 Depository and Electronic Transfers Authority
 - Policy 104: Gifts to Employees
 - Policy 132 Data Practices Requesting Public Information
 - Policy 134 Data Practices Requesting Subject Information
- December 2020:
 - New Policy: Sex Nondiscrimination Policy
 - Policy 240 National Emergency Sick Leave Donation
- May 2021:
 - Policy 358 Dress Code Policy

- Policy 220 Purchasing
- June 2021:
 - Policy 350: Graduation Requirement Policy
 - Policy 328: Transportation of Pupils

Standard 12	
The Board of Directors complies with Federal data practices law and the Minnesota Data Practices Act (Minn. Stat. Chapter 13)*.	
	0 = Data practice policies are not fully in place;
	1 = data practice policies are in place in accordance with state statute, but staff were not trained in Data Practices;
X	2 = data practice policies are in place in accordance with state statute and staff are appropriately trained in Data Practices.
Data Source: Board minutes, VOA Visit Review	

* Minnesota Data Practices Act (Minn. Stat. Chapter 13), Minnesota Rules, Chapter 1205, Official Records Act (Minn. Stat., section 15.17), Records Management Statute (Minn. Stat., section 138.17), and FERPA and HIPPA laws. See https://mn.gov/admin/assets/dpintro_tcm36-309355.pptx , <https://mn.gov/admin/data-practices/data/types/education/>, Federal law for FERPA (<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>).

STANDARD 12 ANALYSIS

The School met this standard.

The Board works to comply with the Minnesota Data Practices Act in several ways.

The school has four updated data practices policies:

- 132: Data Practices - Requesting Public Information
- 134: Data Practices - Requesting Student Information
- 218: Public and Private Data
- 330: Use of Student Data.

These together guide LILA to comply with Minnesota and Federal data practices requirements. A schedule for policy review is in place.

The School Board ensures the school follows these requirements - student and employee privacy, readiness to respond to data requests, and is effective to separate the public from private information and data.

Kathy Bystrom is the Responsible Authority

Shannon Peterson was the Data Practices Compliance Official

Mira Norcross was the Data Practice Designee.

Standard 13	
The Board of Directors provides ongoing oversight of school academic performance.	
	0 = Less than half of the Board meeting minutes or less include evidence of oversight of school academic performance;
	1 = at least half of the Board meeting minutes include evidence of oversight of school academic performance;
X	2 = meeting minutes include evidence of regular oversight of school academic performance.
Data Source: Board Minutes	

STANDARD 13 ANALYSIS

The School met this standard.

The School Board monitored academic performance at Board meetings regularly either as an agenda item or as part of the Director’s report. Here are some examples from the Board’s meeting minutes:

- August 2020: The Board accepted the Hybrid Plan set forth by LILA’s Administration with the flexibility for further refinement
- October 2020: The Board approved the 2020-21 parameters for shifts between Learning Models. It was also mentioned that the staff were feeling positive about how the hybrid model was going this year.
- November 2020: The Board reviewed the Learning Model Plan
- January 2021: The Board received new guidance from Gov. Walz and MDE regarding. County and school covid rates, staffing availability, academic and social-emotional wellbeing of students will all be taken into consideration with model changes. Implementation of rollback model changes were in process with Pre-K-3 grade returning to in person/hybrid on January 19th. The Board also approved the Ratification of Learning Model
- February 2021: The Board implemented model changes for PreK-Grade 3 into full in person, Grades 4-12 were back to hybrid. The Board approved Policy 340 Field Trips, and Policy 318 Interrogation of Students by Non-School Personnel. The Board tabled the new Policy for Employee Health Insurance until March meeting.
- June 2021: The Board reviewed and filed the Q Comp Annual Report.

Standard 14	
The school maintains a high level of parent, teacher and student satisfaction rates based on school conducted surveys and student/faculty retention rates.	
	0 = Less than two of three criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates;
	1 = two of three criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates;
X	2 = all of the following criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates.
Data Source: Annual Report, Board Minutes, School data, Interview	

STANDARD 14 ANALYSIS

The School met this standard.

Over the course of the pandemic, and especially in the first 6 months, LILA surveyed parents and staff regularly requesting their opinions, ratings, and preferences regarding the school’s handling of education in a pandemic. In one of those surveys, early in the 2020-21 school year, we added this question: How satisfied are you with your overall LILA experience during the ENTIRE 2019-2020 school year--not just Distance Learning? Responses were given on a 5-point scale, with 5 being Very Satisfied and 1 being Very Dissatisfied. The number of families responding: 539. The average response: 4.4. This is roughly equivalent to 93% of the parents being satisfied or very satisfied.

The FY20 Annual Report stated that student retention rate going into FY2021 was 95%. The student retention rate going into FY2022 was 97%.

Based on information in the FY20 Annual Report, the teacher retention rate was 83.7% based on 87/104 licensed teachers who returned.

Teacher survey results were reported for the question “I am satisfied with LILA as an employer.” 165 staff responded to the question on a 5-point scale with an average response of 4.5. This is roughly equivalent to 95% of the staff being satisfied or very satisfied.

Section 3: Board Documentation and Communications

Standard 15	
Board documents are distributed to all Board members at least 3 days prior to a Board meeting.	
	0 = The Board documents were not distributed to all Board members three or more times;
	1 = the Board documents were not distributed to all Board members one or two times;
X	2 = the Board documents were distributed to all Board members at least 3 days prior to each Board meeting.
Data Source: Monthly Board Minute Review Logs, Board chair statement	

STANDARD 15 ANALYSIS

The School met this standard.

The Board chair and Julie Lungren, the CFO, confirmed that all packets were sent to Board members at least three days in advance.

Standard 16	
The Board of Directors maintains a Board Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements; and statutory requirements for posting Board related information on the school's website*.	
	0 = Information is incomplete in the binder or on the school's website;
	1 = complete information is available both in a binder and on the school's website but there are 1-2 incidents of incomplete information;
X	2 = a complete Board Documents' Binder is kept includes meeting minutes, bylaws and articles of incorporation and financial statements; and the school's website includes the statutory requirements for posting Board-related information.
Data Source: School Website	

STANDARD 16 ANALYSIS

The School met this standard.

The School Board has a Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements and is located in the school office records room for public access and all Board members have digital access to it. Board documents can also be found at the school's Web site at: <https://www.mylila.org/Board/meeting-minutes>

Statutory Requirement	Link
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i> : (1) the meeting minutes of the Board of directors and of members and committees having Board-delegated authority, for at least 365 days from the date of publication;	As of November 29, 2021, the last minutes posted were from: October 2021. https://www.mylila.org/district/school-Board
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i> : (2) directory information for the Board of directors and for the members of committees having Board-delegated authority;	https://www.mylila.org/district/school-Board
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i> : (3) identifying and contact information for the school's authorizer.	https://www.mylila.org/district/authorizer
124E.11 Subd. 3 (b) The charter school must develop and publish, including on its <i>Web site</i> , a lottery policy and process that it must use when accepting pupils by lot.	https://www.mylila.org/fs/resource-manager/view/869fc9f3-af74-4bfa-898e-b012c6e7a70e
124E.13 Subd. 3. (b) (3) post on the school <i>Web site</i> the name, mailing address, bylaws, minutes of Board meetings, and names of the current Board of directors of the affiliated nonprofit building corporation	Board members and Minutes: https://www.mylila.org/district/school-Board Bylaws: http://www.mylila.org/images/School_Board/11Apr17LILABylaws.pdf

Statutory Requirement	Link
	Board of affiliated nonprofit building corporation: https://www.mylila.org/district/lila-building-company
124E.16 Subd. 2. Annual public reports. (a)... A charter school must post the annual report on the school's official <i>Web site</i> .	https://www.mylila.org/district/key-policies
World's Best Workforce Report	https://www.mylila.org/district/key-policies
124E.12 (b) A charter school Board or a cooperative of teachers that provides group health insurance coverage must establish and publish on its <i>Web site</i> the policy for purchasing group health insurance coverage. A charter school Board policy must include a sealed proposal process, which requires all proposals to be opened at the same time. Upon opening the proposals according to the school or cooperative policy, the proposals become public data under chapter 13.	https://www.mylila.org/fs/resource-manager/view/32a7e0bb-a9a4-49dd-b7ed-d5045d83047a .

Standard 17	
The Board has a policy review calendar and reviews and updates its policies as needed or required by state law.	
	0 = The Board does not have a calendar/plan for policy review and/or reviews policies at half or fewer of the regular meetings;
	1 = the Board has a policy review calendar/plan and reviews policies at half or fewer of the regular Board meetings;
X	2 = the Board has a thorough policy review calendar/plan and review policies as a regular component of regular Board meetings.
Data Source: SCHOOL Website, Annual Report, Board Minute Review Log, Board Minutes, VOA Visit Review, Governance Committee Minutes, Interview	

STANDARD 17 ANALYSIS

The School met this standard.

The School Board an annual policy review plan and process. For FY21, this included reviewing the following policies:

- December 2020:
 - Policy 344: Administering Medication
 - Policy 312: Harassment and Violence
 - Policy 310: Equal Educational Opportunity
- February 2021:
 - Policy 240 National Emergency Sick Leave Donation
- March 2021:
 - Policy 354: Service Animal Policy
- April 2021:
 - Policy: 238 Federal Procurement
- May 2021:
 - Policy 358: Dress Code Policy
 - Policy 220:Purchasing

**VOA GOVERNANCE REPORT FOR
NAYTAHWAUSH COMMUNITY CHARTER SCHOOL**

(Reflecting the time period from July 1, 2020 – June 30, 2021.)

School: Naytahwaush Community Charter School

Address: Box 9 242 Church Street

Web site: Naytahwaush.org

Director: Terri Anderson

Email: terri@ntwschool.org

Phone: 218.936.2112

Board Chair: Ann Briggs

Email: annbriggs58@gmail.com

Phone: 218-401-0980

Section 1: Board Structure and Development

Standard 1	
The Board of Directors met its governance model requirements laid out in its bylaws and membership requirements as required by Minnesota Statute*.	
	0 = The Board structure does not meet bylaws and/or state statute;
	1 = the Board did not meet requirements for the entire fiscal year;
X	2 = the Board structure meets bylaws and state statute.
Data Source: Annual report, School Website, Bylaws	

STANDARD 1 ANALYSIS

The School met this standard.

The Board structure meets its bylaws and state statute.

Bylaws, minutes, and policies are all posted on the website.

The school provided the following FY2021 Board Table and included it in the Annual Report on p. 7.

Website roster information can be found at <https://nayahwaush.org/community>.

2020-2021 School Year Charter Public School Board

Name	Board Position	Group Affiliation (if teacher, file folder #)	Date Elected	Date Seated	Term Expiration	Phone Number	E-Mail Address	Mtg Attendance Rate
Veronica Weaver	Member	Teacher 414332	May 2019	July 2019	July 2022	218.935.5025	vernoicaw@ntwschool.org	100%
Mackenzie Wark	Member	Community	May 2020	July 2020	July 2023	218.261.0705	mckenzie@nayahwaush.org	93%
Ann Briggs	Chair	Community	May 2018	July 2018	July 2021	218.401.0980	annb@nayahwaush.org	100%
Jennifer Doerfler	Secretary/Treasurer	Parent	May 2018	July 2018	July 2021	218.556.5486	jend@nayahwaush.org	87%
Jo Pelham	Clerk	Community/Foster Parent	May 2020	July 2020	July 2023	218.234.5728	jon@nayahwaush.org	93%

Standard 2	
The Board of Directors has the necessary knowledge to carry out the responsibilities contained in Minn Stat 124E.07, Subd. 6. (Duties), including knowledge in finance/budget, policy/legal, personnel/employment, and education.	
	0 = The Board does not have a plan to ensure Board members have the necessary knowledge;
	1 = the Board has a partial plan to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education;
X	2 = the Board has a thorough plan to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education.
Data Source: Board Development and/or Board Training Plan and/or Training Table or Calendar, Board Development Committee minutes, Board minutes, Annual report, School website	

STANDARD 2 ANALYSIS

The School met this standard.

Board development is addressed regularly during Board meetings. Board meeting minutes confirm that the Board discussed their Board development plan including the monthly MSBA Leader Newsletter for the Board to review.

Following is the Board development/training plan:

2020-2021 NCCS Board Development Plan to Support Teaching and Learning

Based on Board self-evaluation results and end of year data review, the Board set the following priorities:

To create conditions district wide for student and staff success.

- Monthly in person NCCS reports from special education, Ojibwe, intervention, assessment, etc.
- Monitor and improve special education services for compliance.
- Deepen cultural awareness training for staff.
- Implement active supervision training and expectations for all staff.
- Use Board committees more often.
- Collaborate with NCF for building expansion and improvement plans.
- Expand and strengthen curriculum and teaching in order to increase student achievement as measured in MCA and FAST data by implementing FAST school-wide.

- Implement PBIS school-wide.
- Survey NCCS graduates for advice on their preparation for academic and social for successful transition, visit other schools, shadow students for a full day.

To engage the local community and represent the values and expectations they hold for our school.

- Use Board committees more often.
- Expand Ojibwe program (language expansion, local history and resources, elders sharing, respect for elders, seasonal activities, tribal government).
- Family Fun, Readers Theater, pow wow, comment box.
- Surveys, parent advisory meetings.

All newly elected members will complete the mandatory new Board member training.

MISSION: The Naytahwaush Community Charter School is a child-centered environment where learning is relevant and respects the traditions and wisdom of community, family, and self.

VISION: The Naytahwaush Community Charter School is a place where children are respected as individuals and as community members of a rich cultural heritage. NCCS will appreciate the wide resources available by using them to enhance curriculum through experiential and service learning activities. NCCS will promote the whole child through challenging academics, community involvement and fostering healthy life choices.

Standard 3	
The Board adheres to an orientation process for bringing on new members.	
	0 = The Board does not have a membership orientation process for new Board members;
	1 = the Board has a process for the orientation of new Board members, but it is not consistently followed;
X	2 = the Board adheres to a thorough process for the orientation of new Board members.
Data Source: Board Minutes, Interview, Board Development Plan and/or Board Training Plan, Interview	

STANDARD 3 ANALYSIS

The School met this standard.

The Board institutes and follows an orientation process for bringing on new members. New members meet with the director and business manager. They also attend the Board planning retreat in June and observe the June meeting before being seated in July.

Standard 4	
The Board of Directors complies with initial and ongoing training requirements set forth in Minn. Stat 124E.07, Subd 7 (Training): governance, financial, and employment policies and practices.	
	0 = more than one Board member did not fully comply with Minnesota law regarding Board training requirements;
	1 = one Board member did not fully comply with Minnesota law regarding Board training requirements and was removed;
X	2 = all Board members comply with Minnesota law regarding Board training requirements.
Data Source: Annual report, School website, Board minutes and documents	

STANDARD 4 ANALYSIS

The School met this standard.

As mandated by Minnesota Statutes 2009, 124D.10, subd. 4(f), all Board members have received the required Board training for new members in which they learn about their responsibilities. All Board members complied with Minnesota law regarding Board training requirements.

REQUIRED TRAINING COMPLETED BY SEATED BOARD MEMBERS from Page 8 in the FY2021 Annual Report

Board Member Name	Governance Basic Training Completed	Finance Basic Training Completed	Employment Basic Training Completed	Training Provider
Ann Briggs	Yes	Yes	Yes	MSBA
Veronica Weaver	Yes	Yes	Yes	MACS
Mackenzie Wark	Yes	Yes	Yes	MSBA
Jo Pelham	Yes	Yes	Yes	MSBA
Jennifer Doerfler	Yes	Yes	Yes	MSBA

Standard 5	
The Board of Directors completes a self-evaluation each year.	
	0 = The Board did not do a self-evaluation;
	1 = the Board completes informal self-evaluations during one or more Board meeting(s);
X	2 = the Board completes a formal self-evaluation each year.
Data Source: Board Minutes, Board Development Committee minutes	

STANDARD 5 ANALYSIS

The School met this standard.

The Board completed a self-evaluation at the November 2020 Board meeting.

NAYTAHWAUSH COMMUNITY CHARTER SCHOOL

School Board Self-Evaluation 2021

1. What are the Board’s strengths and performance highlights this past year?
2. What areas should the Board focus on for improvement?
3. What should be some of the Board’s goals for the upcoming year?
4. What are your strengths as a Board member?
5. What areas would you like to improve as a Board member?

Comments:

Compiled results are kept on file at NCCS.

Section 2: Board Practices

Standard 6	
The Board of Directors will comply with MN Open Meeting Law, Chapter 13D, and maintain a quorum for all Board meetings.	
	0 = The Board has 2 or more infractions of MN Open Meeting Law;
	1 = the Board has 1 infraction of MN Open Meeting Law;
X	2 = the Board has no infractions of MN Open Meeting Law.
Data Source: Monthly Logs of Meeting Minutes, Meeting Minutes, Interview	

STANDARD 6 ANALYSIS

The School met this standard.

The Board Chair confirmed that the Board is diligent to follow open meeting law requirements. Monthly logs of school Board meeting minutes provided evidence that the school maintained a quorum for scheduled Board meetings.

Standard 7	
The Board regularly reviews, updates, and approves its bylaws. The bylaws are consistent with state law.	
	0 = Bylaws are inconsistent with state statute;
	1 = bylaws are consistent with state statute but have not been reviewed regularly;
X	2 = bylaws are consistent with state law and the Board reviews them regularly.
Data Source: School's website, Board minutes, Bylaws, Interview	

STANDARD 7 ANALYSIS

The School met this standard.

Each Board member has a binder and digital version of bylaws and the school office binder contains the bylaws. The Bylaws were last reviewed on October 8, 2020.

Bylaws can be found online at:

<https://www.ntwschool.org/common/pages/DisplayFile.aspx?itemId=70139889>

The school office also has a binder that contains the bylaws.

Standard 8	
The Board of Directors adheres to Board member election requirements set forth by state statute*.	
	0 = Election requirements were not met;
X	2 = all requirements were met.
Data Source: Board Minutes, Bylaws, Board Policies, Interview	

STANDARD 8 ANALYSIS

The School met this standard.

The following table provides evidence of meeting this standard.

Board meeting minutes provided evidence the Board worked to meet election requirements, including establishing a Board election committee at the March 2021 Board meeting. The Board also approved a slate of candidates at the April 2021 meeting. The May 2021 Board minutes reflect that the Board certified the results of the 2021 Board election.

Minnesota Statutes 124E.07 Subdivision 2 Requirements	Evidence
According to, the ongoing Board must be elected before the school completes its third year of operation.	Not applicable
The Board elections must be held during the school year but may not be conducted on days when the school is closed.	Election Date: May 12, 2021 School was in session.
A charter school must notify eligible voters of the school Board election dates at least 30 days before the election.	Date of notice: March 30, 2021 Date of election: May 12, 2021 Notice was at least 30 days before the election.
Staff members employed at the school, members of the Board of directors, and all parents or legal guardians of children enrolled in the school are eligible voters.	The Board chair confirmed that eligible voters were notified and encouraged to vote. Bylaw reference: Yes

Standard 9	
The Board conducts an annual evaluation (including all aspects of the position description) of the performance of the school leader through a defined annual evaluation process.	
	0 = The Board did not complete an annual evaluation of the school leader;
	1 = the Board completed an evaluation of the school leader but not on all aspects of the job description;
X	2 = the Board completed a formal evaluation of the school leader including all aspects of the job description.
Data Source: Annual Report, Board Minutes, Committee Minutes, Board documentation	

STANDARD 9 ANALYSIS

The School met this standard.

The Board received the Director evaluation packet. The forms were submitted to the Board Chair to be compiled by June 11th, 2021. At the June 2021 Board meeting, the Board approved Director Terri Anderson’s evaluation.

The Board typically evaluates the executive director during March of every year (“director evaluation, establish Board election committee (March)” page 8 in FY21 Annual Report.) The evaluation instrument used is based on specific job expectations, responsibilities, and goals. The Board Chair shares the results with the director prior to the Board meeting. The entire Board then reviews the results with the director. The director creates a plan to address areas that need improvement.

Description of evaluation: Board uses the template below, Board chair compiles results, meets with Director and then full Board reviews results with Director at Board meeting.

NAYTAHWAUSH COMMUNITY CHARTER SCHOOL

2021 Director Evaluation

Key: E=Excellent, S=Satisfactory, N=Needs Improvement, DK=Don’t Know

Duties and Responsibilities

Leadership:

E S N DK Demonstrates a commitment to the mission, vision, and values of NCCS.

- E S N DK Communicates clearly, directly, and responsively.
- E S N DK Facilitates meetings of the staff and team decision-making.
- E S N DK Applies strategic planning techniques that result in sound decisions.
- E S N DK Assesses the needs and interests of parents and community members and involves them in decision-making.
- E S N DK Promotes partnerships among staff, parents, and the community.
- E S N DK Attends special events held to recognize student achievement and attends school-sponsored activities.
- E S N DK Assumes responsibility for own professional growth and development through attending professional meetings, reading professional publications and networking with others in the field.

Instructional:

- E S N DK Collaborates with Board and staff in annual evaluation and assessment of school goals and curricular initiatives.
- E S N DK Emphasizes high priority for activities, instruction and materials that foster academic success.
- E S N DK Develops and maintains supportive relationships with all students and their families.
- E S N DK Coordinates daily schedules.
- E S N DK Supervises matters related to special education and communicates with special education team.
- E S N DK Promotes and models the effective use of appropriate instructional technologies.
- E S N DK Supports and encourages all activities and programs that are outgrowths of the school's curriculum.
- E S N DK Supports ongoing professional development for all staff.
- E S N DK Oversees testing procedures and coordination including the MCAs and NWEA.
- E S N DK Oversees professional learning team meetings and staff development activities.
- E S N DK Prepares annual calendar.

Financial:

- E S N DK Assumes responsibility for fiscal management policy and practice.

E S N DK Prepares and submits operating budget for review and approval of school Board; monitors, reviews, and revises budget throughout year.

E S N DK Monitors and controls expenses by line item; determines when and where individual account operating dollars will be shifted. Demonstrate an awareness of budgetary restraints as they relate to program and staff issues.

E S N DK Researches, identifies, and solicits sources of funding to support new and existing programs if needed.

E S N DK Prepares and submits comprehensive statistical reports to school Board, Department of Education, VOA authorizer and others.

E S N DK Oversees monthly payroll preparation, employee leave, time clock use and benefits.

Administrative:

E S N DK Oversees personnel selection, supervision, evaluation, and termination for the school effectively and fairly; ensures that job descriptions are being followed.

E S N DK Assumes responsibility for the implementation and observances of all Board policies and regulations by the school's staff and students.

E S N DK Oversees implementation of appropriate classroom and schoolwide behavior management to ensure a safe school environment. Assists with daily discipline issues when needed.

E S N DK Prepares or oversees the preparation of annual reports such as Charter School Annual Report, Title 1, Discipline Incident Report, and others as defined.

E S N DK Oversees the procurement of grants and grant management.

E S N DK Supervises the daily use of the school facilities for both academic and nonacademic purposes.

E S N DK Delegates authority to identified personnel who assumes responsibility in absence of the director.

E S N DK Attends Board meetings and establishes an effective, professional relationship with Board members, ensuring open communication at all times.

E S N DK Shares responsibility with the Board for monitoring charter school information, including attendance at required meetings.

E S N DK Supervises the maintenance of accurate records on the progress and attendance of students.

E S N DK Supervises the process for conferences between parents and teachers.

E S N DK Assumes responsibility for the maintenance and safety of the school's facilities, grounds and equipment and lease agreements.

E S N DK Oversees building security system.

E S N DK Oversees reports and referrals to ICW, White Earth Mental Health and police department.

E S N DK Oversees communication with families including newsletters and Instant Alert.

E S N DK Oversees transportation arrangements for students.

Strengths/Performance Highlights:

Areas to Focus on for Improvement:

Performance Goals for Next Year:

Comments:

Standard 10	
The Board has a Board-approved professional development plan for the school director (if applicable as required by Minn. Stat. 124E.12, Subd. 2*).	
	0 = A professional development plans for the non-licensed individual(s) was not documented in the school's annual report;
X	2 = a professional development plan for the non-licensed individual(s) was documented in the school's annual report or the school's director holds an administrative license.
Data Source: Annual Report, Board minutes, Board chair communication.	

* Minn. Stat. 124E.12, Subd. 2*(b) The Board of directors and an individual who does not hold a valid administrative license and who serves in an administrative, supervisory, or instructional leadership position shall develop a professional development plan. The school's annual report must include public personnel information documenting the professional development plan.

STANDARD 10 ANALYSIS

The School met this standard.

Terri Anderson is a licensed Superintendent and Principal in the State of Minnesota, license folder # 328203.

Standard 11	
The Board of Directors monitors the organization's adherence to school Board policies.	
	0 = Meeting minutes include no evidence of the Board monitoring the organization's adherence to school Board policies;
	1 = meeting minutes includes one or two examples of the Board monitoring the organization's adherence to school Board policies;
X	2 = meeting minutes include three or more examples of the Board monitoring the organization's adherence to school Board policies.
Data Source: Board Meeting Minutes, Interview	

STANDARD 11 ANALYSIS

The School met this standard.

The Board utilizes policies and monitors the application of policies in its work throughout the year. This is demonstrated by

- Examining Board policy related to Board membership and committees, Board self-evaluation, and election of Board officers.
- Planning and organizing elections.
- Reviewing Board member training requirements and training as well as Board member roles and responsibilities.
- Monitoring compliance to open meeting law.
- Monitoring evaluation of leadership.
- Monitoring World's Best Workforce compliance.
- Following data practices.
- Monitoring other school operational policies such as fund balance, internal controls, and time clock policies.

Standard 12	
The Board of Directors complies with Federal data practices law and the Minnesota Data Practices Act (Minn. Stat. Chapter 13)*.	
	0 = Data practice policies are not fully in place;
	1 = Data practice policies are in place in accordance with state statute but staff were not trained in Data Practices;
X	2 = Data practice policies are in place in accordance with state statute and staff are appropriately trained in Data Practices.
Data Source: Board minutes, VOA Visit Review	

* Minnesota Data Practices Act (Minn. Stat. Chapter 13), Minnesota Rules, Chapter 1205, Official Records Act (Minn. Stat., section 15.17), Records Management Statute (Minn. Stat., section 138.17), and FERPA and HIPPA laws. See https://mn.gov/admin/assets/dpintro_tcm36-309355.pptx , <https://mn.gov/admin/data-practices/data/types/education/>, Federal law for FERPA (<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>).

STANDARD 12 ANALYSIS

The School met this standard.

The Board works to comply with the Minnesota Data Practices Act in several ways:

1. The school has the following data practices policies:
 - Public and Private Personnel Data policy #406 defines NCCS personnel data to comply with state and federal data privacy laws, how data will be handled and procedures to maintain and protect this information.
 - Protection and Privacy of Student Records policy #515 defines NCCS student data to comply with state and federal data privacy laws, how data will be handled and procedures to maintain and protect this information.
2. The School Board ensures the school follows these requirements - student and employee privacy, readiness to respond to data requests, and is effective to separate public from private information and data.

The school has the following data practice officials:

At the July 8th, 2020, Board Meeting the Board approved the Annual declaration of officials responsible for implementation of data policies.

- Lori Lang (school secretary) as the Data Protection Authority Responsible Authority.
- Terri Anderson (Director) as Data Protection Designated Authority.
- Ann Briggs (Board Chair) as Data Practices Compliance Official.

Standard 13	
The Board of Directors provides ongoing oversight of school academic performance.	
	0 = Less than half of the Board meeting minutes or less include evidence of oversight of school academic performance;
	1 = at least half of the Board meeting minutes include evidence of oversight of school academic performance;
X	2 = meeting minutes include evidence of regular oversight of school academic performance.
Data Source: Board Minutes	

STANDARD 13 ANALYSIS

The School met this standard.

The Board monitored academic performance at Board meetings regularly either as an agenda item or as part of the Director’s report.

Evidence of monitoring the academic program and student results and topics referenced in the following meeting minutes or Director’s Report:

- August 2020: The Board reviewed the Academic Progress Report.
- September 2020: The Board reviewed both the Academic Progress Report and FAST assessments.
- October 2020: Staff Development planning, technology training, identifying special education students, Academic Progress Report, Fall FAST assessments, reviewed, and approve the NCCS annual report and WBWF.
- November 2020: Academic Progress Report: Fall FAST testing.
- December 2020: Academic Progress Report: Terri shared with the Board that the Winter FAST testing. January 2021: World’s Best Workforce Annual Public Hearing, Safe Learning Plan Update.
- February 2021: Academic Progress Report: Winter FAST testing results compared to the Fall FAST testing data.
- March 2021: Academic Progress Report: 20-21 Fall to Winter FAST testing data summary report..
- April 2021: NCCS Program Report: Reading and Math proficiency scores.
- May 2021: Academic Progress Report: MCA testing is near completion. MCA science testing will begin next week. FAST growth scores at the June Board meeting. Approve the purchase of the new Benchmark Advanced curriculum.

- June 2021: Benchmark Advance and Ready to Advance training has been arranged for this summer. AST growth data for Fall 2020 to Spring 2021 reviewed. Read Well Approval of the 2021-2022 Reads Well Literacy program.

Standard 14	
The school maintains a high level of parent, teacher and student satisfaction rates based on school conducted surveys and student/faculty retention rates.	
	0 = Less than two of three criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates;
	1 = two of three criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates;
X	2 = all of the following criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates.
Data Source: Annual Report, Board Minutes, School data, Interview	

STANDARD 14 ANALYSIS

The School met this standard.

As a community school whose vision was created by parents and community members, engaging families is a priority. An active parent advisory group meets monthly and parents are surveyed annually.

The parent satisfaction rate was 95%. Teacher retention rate was 97%, student retention rate was 98% for general enrollment and 93% for special education.

Student Enrollment and Retention

School Year	K ADM	1 ADM	2 ADM	3 ADM	4 ADM	5 ADM	6 ADM
2013-2014	16.81	16.87	15.63	13.00	15.96	17	11.06
2014-2015	26.90	14.41	13.57	16.60	11.25	18.13	16.07
2015-2016	23.47	23.33	14.46	1.07	11.71	5.91	16.66
2016-2017	19.75	23.04	17.68	11.31	10.93	10.00	6.98
2017-2018	19.90	18.35	24	14.55	14.90	10	12
2018-2019	20	20.95	18.38	19.55	13	15.09	12.25
2019-2020	19.22	24	14.27	20.49	19.81	14.55	15.05
2020-2021	18	20	21	16	21	19	17
2021-2022 estimate	34	17	20	23	15	21	19

October 1st Enrollment

Years	K	1	2	3	4	5	6	Total
2011-2012	23	14	18	22	11	17	8	113
2012-2013	21	16	14	19	22	12	16	120
2013-2014	17	15	16	14	15	17	11	105
2014-2015	28	14	16	17	13	18	18	124
2015-2016	18	24	14	12	10	6	17	101
2016-2017	19	23	17	12	9	10	6	96
2017-2018	20	18	24	14	16	10	12	114
2018-2019	20	20	18	21	13	17	13	122
2019-2020	19	24	13	20	19	14	15	124
2020-2021	20	20	20	16	22	19	16	133
2021-2022	34	17	20	23	15	21	19	149

Section 3: Board Documentation and Communications

Standard 15	
Board documents are distributed to all Board members at least 3 days prior to a Board meeting.	
	0 = Board documents were not distributed to all Board members three or more times;
	1 = Board documents were not distributed to all Board members one or two times;
X	2 = Board documents were distributed to all Board members at least 3 days prior to each Board meeting.
Data Source: Monthly Board Minute Review Logs, Board chair statement	

STANDARD 15 ANALYSIS

The School met this standard.

VOA meeting minute logs confirms that the school has regularly adhered to providing information 3 days in advance of Board meetings. The Board Chair confirmed that Board packets have been distributed to all Board members for each Board meeting.

Standard 16	
The Board of Directors maintains a Board Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements; and statutory requirements for posting Board related information on the school's website*.	
	0 = Information is incomplete in the binder or on the school's website;
	1 = complete information is available both in a binder and on the school's website but there are 1-2 incidents of incomplete information;
X	2 = a complete Board Documents Binder is kept including meeting minutes, bylaws and articles of incorporation and financial statements; and the school's website includes the statutory requirements for posting Board-related information.
Data Source: School Website	

STANDARD 16 ANALYSIS

The School met this standard.

The School Board has a Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements and is located in the school office records room for public access and all Board members have digital access to it. Board documents can also be found at the school's Web site at: <https://www.ntwschool.org/community>.

Statutory Requirement	Link
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i> : (1) the meeting minutes of the Board of directors and of members and committees having Board-delegated authority, for at least 365 days from the date of publication;	https://www.ntwschool.org/community/board_of_directors
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i> : (2) directory information for the Board of directors and for the members of committees having Board-delegated authority;	https://nayahwaush.org/community

Statutory Requirement	Link
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i> : (3) identifying and contact information for the school's authorizer.	School's authorizer: https://nayahwaush.org/
124E.11 Subd. 3 (b) The charter school must develop and publish, including on its <i>Web site</i> , a lottery policy and process that it must use when accepting pupils by lot.	https://www.ntwschool.org/community/Board_policies https://www.ntwschool.org/common/pages/DisplayFile.aspx?itemId=70133251
124E.13 Subd. 3. (b) (3) post on the school <i>Web site</i> the name, mailing address, bylaws, minutes of Board meetings, and names of the current Board of directors of the affiliated nonprofit building corporation	NA
124E.16 Subd. 2. Annual public reports. (a)... A charter school must post the annual report on the school's official <i>Web site</i> .	https://www.ntwschool.org/community/reports , https://www.ntwschool.org/common/pages/DisplayFile.aspx?itemId=71195794
World's Best Workforce Report	https://www.ntwschool.org/common/pages/DisplayFile.aspx?itemId=71195794
124E.12 (b) A charter school Board or a cooperative of teachers that provides group health insurance coverage must establish and publish on its <i>Web site</i> the policy for purchasing group health insurance coverage. A charter school Board policy must include a sealed proposal process, which requires all proposals to be opened at the same time. Upon opening the proposals according to the school or cooperative policy, the proposals become public data under chapter 13.	https://www.ntwschool.org/common/pages/DisplayFile.aspx?itemId=70139883

Standard 17	
The Board has a policy review calendar and reviews and updates its policies as needed or required by state law.	
	0 = Board does not have a calendar/plan for policy review and/or reviews policies at half or fewer of the regular meetings;
	1 = the Board has a policy review calendar/plan and reviews policies at half or fewer of the regular Board meetings;
X	2 = the Board has a thorough policy review calendar/plan and review policies as a regular component of regular Board meetings.
Data Source: SCHOOL Website, Annual Report, Board Minute Review Log, Board Minutes, VOA Visit Review, Governance Committee Minutes, Interview	

STANDARD 17 ANALYSIS

The School met this standard.

The School Board has an annual policy review plan. The policy review cycle is regularly on monthly Board agendas.

Their review plan and process for this year included a vetting and revision process resulting in the approval of the following policies:

- October 2020: The Board reviewed 2 policies: Annual By-Law Review and Drug Policy.
- November 2020: A team was created to work on attendance policies and procedures. The Board will review the changes for approval. Drug Policy Revision was approved.
- January 2021: NCCS Indian Policies and Procedures were revised in the past summer with help from the US Department of Educations’ help. The IPPs were on the agenda for regular annual approval. 2020-2021 Indian Policies and Procedures were Approved.
- February 2021: The Board reviewed Policy 808 Face Covering Policy.
- March 2021: Policy 102 Equal Educational Opportunity policy was distributed to the Board for review.
- April 2021: Policy 102 Equal Educational Opportunity policy needed no changes. The Board received the Impact Aid IPP’s to review during the meeting. Changes were conducted with the aid of our Impact Aid state representative.
- May 2021: The Board found that Policy 102 Equal Educational Opportunity policy needed no changes. The Board received Policy 122 Student Enrollment & Student Lottery for review.

- June 2021: The Board found that Policy 122 Student Enrollment & Student Lottery needed no changes. The Board received The Conflict of Interest-Charter School Board Members and Staff Policy for review.

**VOA GOVERNANCE REPORT FOR
NEW CENTURY SCHOOL**

(Reflecting the time period from July 1, 2020 – June 30, 2021.)

School: New Century School

Address: 1380 Energy Ln #108, St Paul, MN 55108

Phone: (651) 478-4535

Web site: <https://newcenturyschool.net/>

Director: Ahmed Ali

Email: ahmed.ali@newcenturyschool.net

Phone: (651) 478-4535

Board Chair: Ellie Holte

Email: ellietofte@yahoo.com

Phone: (651) 478-4535

Section 1: Board Structure and Development

Standard 1	
The Board of Directors met its governance model requirements laid out in its bylaws and membership requirements as required by Minnesota Statute*.	
	0 = Board structure does not meet bylaws and/or state statute;
	1 = Board did not meet requirements for the entire fiscal year;
X	2 = Board structure meets bylaws and state statute.
Data Source: Annual report, School Web site, Bylaws	

STANDARD 1 ANALYSIS

The School met this standard.

The school provided the FY2021 Board Table on its Website at <https://newcenturyschool.net/our-school/governance/>; and in its Annual Report page on page 5.

FY20 Board Roster of all Board Members during FY21 (July 1, 2020 – June 30, 2021).

Board Member	Role	Area of Expertise	Term	Status (sitting or new)
Ellie Holte	Board Chair/ Community Member	Education	2024	Sitting
Jessica Tallman	Secretary / Teacher	Education	2020	Sitting
Ahmed Anshur	Treasurer / Community Member	Finance	2024	Sitting
Isse Abdi	Board Member/Community	IT./Youth Dev.	2022	Sitting
Abdalla Nuno	Board Member/Parent	Parent Involvement	2023	Sitting
Ahmed Ali	Executive Director	School Admin.		Ex-officio

The Board had five committees:

- Budget and Finance

- Governance
- Development
- Curriculum
- Facilities

Standard 2	
The Board of Directors has the necessary knowledge to carry out the responsibilities contained in Minn. Stat 124E.07, Subd. 6. (Duties), including knowledge in finance/budget, policy/legal, personnel/employment, and education.	
	0 = The Board does not have a plan to ensure Board members have the necessary knowledge;
X	1 = the Board has a partial plan to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education;
	2 = The Board has a thorough plan to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education.
Data Source: Board Development and/or Board Training Plan and/or Training Table or Calendar, Board Development Committee minutes, Board minutes, Annual report, School website	

STANDARD 2 ANALYSIS

The School partially met this standard.

The Board did not submit a Board training plan, however, based on input from the school director there was a Board orientation and policy development plan. Board member training took place during the year to build the capacity of Board members.

Standard 3	
The Board adheres to an orientation process for bringing on new members.	
	0 = The Board does not have a membership orientation process for new Board members;
	1 = the school Board has a process for the orientation of new Board members, but it is not consistently followed;
X	2 = School Board adheres to a thorough process for the orientation of new Board members.
Data Source: Board Minutes, Interview, Board Development Plan and/or Board Training Plan, Interview	

STANDARD 3 ANALYSIS

The School met this standard.

The first election was held in May 2020. The Board Chair confirmed that new Board members were provided a thorough orientation. The orientation process entails a new member being given access to the shared Board folder that contains documents such as the bylaws, Board policies, Board member roles and responsibilities, Robert Rules book/Parliamentary Motion Guide, Board calendar and committee assignments. The new member is given a plan and timeline for attending training and is also assigned a Board mentor.

Standard 4	
The Board of Directors complies with initial and ongoing training requirements set forth in Minn. Stat 124E.07, Subd 7 (Training): governance, financial, and employment policies and practices.	
	0 = more than one Board member did not fully comply with Minnesota law regarding Board training requirements;
	1 = one Board member did not fully comply with Minnesota law regarding Board training requirements and was removed;
X	2 = all Board members comply with Minnesota law regarding Board training requirements
Data Source: Annual report, School website, Board minutes and documents	

STANDARD 4 ANALYSIS

The School met this standard.

The school provided the following evidence in its Annual Report.

“All Board members received training on various topics. Other members attended individual training and education in other relevant fields. The following table lists some of the training attended by the members.”

Date	Activity	Trainer/Training
6/17/21	Human Resource	Kraus-Anderson
6/17/21	School Finance Training	BerganKDV
6/17/21	School Finance Training	Designs for Learning
3/15/21	School Finance Training	TenSquare
8/21/20	Governance and Employment	Nyembwe

FY21 New Board Member Training

FY21 Board Training	Date First Seated	Governance Basic Training	Finance Basic Training	Employment Basic Training	Met Requirement?
Abdalla Nuno	7/20	8/21/20	3/15/21	8/21/20	

FY21 Ongoing (Annual) Board Training Report

Date of Training	Training/Topic	Board Member	Trainer	Met Requirement?
6/22/21 and 6/24/21	<ul style="list-style-type: none"> - HR and COVID-19 - Increasing the Diversity of Boards - Organizational Resiliency in a Time of Recovery - Foggy Headlights: Reexamining the Equity Lens we Think we Have - Emerging leadership and a Culture of Excellence 	Ellie	Greater MN Nonprofit Summit, Virtual	
6/17/21	School Finance Training Segregation of Duties and Fraud Prevention	Ellie	Designs for Learning, Bemidji	
6/17/21	Human Resources Your Bias: understanding bias in the classroom and workplace	Ellie	Designs for Learning, Bemidji	
6/17/21	Online Learning	Ellie	MDE Nontraditional Education Programs Specialist, Bemidji	
6/17/21	Human Resource Respect in the Workplace	Jessica	Kraus-Anderson, Bemidji	
6/17/21	My Story: Diversity, Laughter & Lifeskills	Jessica	Adrian Washington, Bemidji	
6/17/21	School Finance Expansion planning	Jessica	BerganKDV, Bemidji	
6/17/21	School finance and Governance: Nonprofits Finance, Leadership and Accounting	Jessica	BerganKDV, Bemidji	
6/18/21	Understanding the VOAMN School Performance Standards Framework VOA	Ellie	VOA: Rochel, Rod, Phillip, Bemidji	
6/18/21	Creating a Board Development Plan	Ellie	Roderick Haenke, Bemidji	
3/15/21	School Finance Training	All	TenSquare, Online	
8/21/20	Governance & Employment	Abdalla Nuno, Isse Abdi	Nyembwe, St. Paul	

Standard 5	
The Board of Directors completes a self-evaluation each year.	
	0 = The Board did not complete a self-evaluation;
	1 = the Board completes informal self-evaluations during one or more Board meeting(s);
X	2 = the Board completes a formal self-evaluation each year.
Data Source: Board Minutes, Board Development Committee minutes	

STANDARD 5 ANALYSIS

The School met this standard.

The Board completes a self-evaluation annually. Board members completed a self-evaluation at the April 9, 2021, Board meeting. The New Century School Board completes a self-evaluation annually. A self-evaluation document submitted for annual submissions is a survey instrument with evaluative statements members reflect on and answer. Prior to the meeting, a self-evaluation form is sent to all members via survey monkey. The Board uses the evaluation results and information to set goals for the Board for the next year at the June Board meeting.

Section 2: Board Practices

Standard 6	
The Board of Directors will comply with MN Open Meeting Law, Chapter 13D, and maintains a quorum for all Board meetings.	
	0 = The Board has 2 or more infractions of MN Open Meeting Law;
	1 = the Board has 1 infraction of MN Open Meeting Law;
X	2 = the Board has no infractions of MN Open Meeting Law.
Data Source: Monthly Logs of Meeting Minutes, Meeting Minutes, Interview	

STANDARD 6 ANALYSIS

The School met this standard.

Monthly logs of school Board meeting minutes provided evidence that the school maintained a quorum for scheduled Board meetings.

Standard 7	
The Board regularly reviews, updates, and approves its bylaws. The bylaws are consistent with state law.	
	0 = Bylaws are inconsistent with state statute;
X	1 = bylaws are consistent with state statute but have not been reviewed regularly;
	2 = bylaws are consistent with state law and the Board reviews them regularly.
Data Source: School’s website, Board minutes, Bylaws, Interview	

STANDARD 7 ANALYSIS

The School partially met this standard as bylaws were not reviewed in FY21 although they were reviewed in FY20.

The Board Chair stated that their bylaws are up to date and consistent with state law. Each Board member has a binder and digital version of bylaws and the school office binder contains the bylaws. The bylaws were last reviewed in April 2020 and the Board did not find any major needs/reasons for further review according to input given by the school director.

Standard 8	
The Board of Directors adheres to Board member election requirements set forth by state statute*.	
X	0 = Election requirements were not met;
	2 = all requirements were met.
Data Source: Board Minutes, Bylaws, Board Policies, Interview	

STANDARD 8 ANALYSIS

The School did not meet this standard as notice was not sent 30 days before the election.

NCS was required to hold the first election in the 2020-2021 school year. Board minutes showed the election was held on May 17, 2021. Teacher Board member Jessica Tallman and Parent Board member Abdalla Nuno were elected.

Minnesota Statutes 124E.07 Subdivision 2 Requirements	Evidence
According to, the ongoing Board must be elected before the school completes its third year of operation.	Not applicable
The Board elections must be held during the school year but may not be conducted on days when the school is closed.	Election date and day(s): May 17, 2021 School was in session.
A charter school must notify eligible voters of the school Board election dates at least 30 days before the election.	Date of notice: April 21, 2021 Date of election: May 17, 2021 Notice was not sent 30 days before the election.
Staff members employed at the school, members of the Board of directors, and all parents or legal guardians of children enrolled in the school are eligible voters.	The Board Chair confirmed that eligible voters were notified and encouraged to vote.

Standard 9	
The Board conducts an annual evaluation (including all aspects of the position description) of the performance of the school leader through a defined annual evaluation process.	
	0 = The Board did not complete an annual evaluation of the school leader;
	1 = the Board completed an evaluation of the school leader but not on all aspects of the job description;
X	2 = the Board completed a formal evaluation of the school leader including all aspects of the job description.
Data Source: Annual Report, Board Minutes, Committee Minutes, Board documentation	

STANDARD 9 ANALYSIS

The School met this standard.

The date of the evaluation was May 17, 2021.

The Executive Director was reviewed through the following process. The Board's governance committee had a mid-year meeting with the Director in December to discuss school and Director progress. The Board administered a survey of the Director by the admin staff in May. The Board shared a copy of the staff survey with the Director and had a meeting with the director to review the survey results. The Board also reviewed the overall school report and the survey. At the May Board Meeting, the Board held a closed meeting for the Executive Director Review. Director Ahmed Ali's contract was approved.

Standard 10	
The Board has a Board-approved professional development plan for the school director (if applicable as required by Minn. Stat. 124E.12, Subd. 2*).	
	0 = A professional development plans for the non-licensed individual(s) was not documented in the school's annual report;
X	2 = a professional development plan for the non-licensed individual(s) was documented in the school's annual report or the school's director holds an administrative license.
Data Source: Annual Report, Board minutes, Board chair communication.	

* Minn. Stat. 124E.12, Subd. 2*(b) The Board of directors and an individual who does not hold a valid administrative license and who serves in an administrative, supervisory, or instructional leadership position shall develop a professional development plan. The school's annual report must include public personnel information documenting the professional development plan.

STANDARD 10 ANALYSIS

The School met this standard.

The Board approved the professional development plan for Dr. Ahmed Ali, who is not a licensed administrator on 6/15/20. The minutes reflect the approved plan. The plan was included in the Board packet sent to VOA on 6/12/20.

The document for the plan was shared, titled Executive Director PDP.

Standard 11	
The Board of Directors monitors the organization's adherence to school Board policies.	
	0 = meeting minutes include no evidence of the Board monitoring the organization's adherence to school Board policies;
	1 = meeting minutes includes one or two examples of the Board monitoring the organization's adherence to school Board policies;
X	2 = meeting minutes include three or more examples of the Board monitoring the organization's adherence to school Board policies.
Data Source: Board Meeting Minutes, Interview	

STANDARD 11 ANALYSIS

The School met this standard.

The School Board utilizes policies and monitors the application of policies in its work throughout the year. Examples include:

- Examining Board policy related to Board membership and committees.
- Reviewing Board member training requirements and Board member roles and responsibilities.
- Monitoring compliance to open meeting law.
- Monitoring evaluation of leadership.
- Monitoring the World’s Best Workforce compliance.
- Monitoring Board training.
- Ensuring Board officers and roles are fulfilled.

Standard 12	
The Board of Directors complies with Federal data practices law and the Minnesota Data Practices Act (Minn. Stat. Chapter 13)*.	
	0 = Data practice policies are not fully in place;
	1 = Data practice policies are in place in accordance with state statute but staff were not trained in Data Practices;
X	2 = Data practice policies are in place in accordance with state statute and staff are appropriately trained in Data Practices.
Data Source: Board minutes, VOA Visit Review	

* Minnesota Data Practices Act (Minn. Stat. Chapter 13), Minnesota Rules, Chapter 1205, Official Records Act (Minn. Stat., section 15.17), Records Management Statute (Minn. Stat., section 138.17), and FERPA and HIPPA laws. See https://mn.gov/admin/assets/dpintro_tcm36-309355.pptx , <https://mn.gov/admin/data-practices/data/types/education/>, Federal law for FERPA (<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>).

STANDARD 12 ANALYSIS

The School met this standard.

There is an administrative person at the school that handles data requests who has been appropriately trained. The Board ensures the school follows these requirements - student and employee privacy, readiness to respond to data requests, and is effective to separate the public from private information and data.

The School Board works to follow these requirements - student and employee privacy, readiness to respond to data requests, and is effective to separate the public from private information and data.

The School Administrative Assistant is the Responsible Authority.

The School Executive Director is the Designated Authority.

The School Board Chair is the Data Practices Compliance Official.

Standard 13	
The Board of Directors provides ongoing oversight of school academic performance.	
	0 = Less than half of the Board meeting minutes or less include evidence of oversight of school academic performance;
	1 = at least half of the Board meeting minutes include evidence of oversight of school academic performance;
X	2 = meeting minutes include evidence of regular oversight of school academic performance.
Data Source: Board Minutes	

STANDARD 13 ANALYSIS

The School met this standard.

The School Board monitored academic performance at Board meetings regularly either as an agenda item or as part of the Director’s report.

- September 2020: The Board evaluated Distant learning. NWEA testing was planned.
- October 2020: The Board approved the Annual Report and WBWF Report. An update that was discussed is that the reading curriculum was going well with many literacy and ELL components present. IXL was used for independent practice, Lexia for independent practice, and Raz-Kids for running records and reading level monitoring. Parent surveys were in process. NWEA testing was complete.
- November 2020: Pre-K and K students as well as SPED students moved to distant learning Monday due to increased County and State COVID data. Ongoing professional development conducted for teachers. Free supplies and materials for families, meals and learning packets were distributed to families. PTO coordinated with the school family engagement team in creating programs for families. More chrome books and iPads were purchased for students and all students had access to a device. More Wifi hotspots were distributed. The new MyView reading/literacy program was going well; Parent teacher conferences attendance was very high (100% for many grades) and was convenient (online) for parents. Additional instructional resources to supplement the reading and math programs provided for teachers. Results of the fall NWEA assessment were reviewed with all staff and used for instructional planning. MDE approved NCS’ request for site expansion. A primary enrollment site can be added in the 2021/22 school year.
- December 2020: Executive Director’s report: Mid-year program updates:Mid-year school progress and programs updates shared such as student enrollment, staff, academic programs (e.g., ELL, SPED, intervention and student support programs), parent engagement, health and wellness, food services, attendance, and other student services. School implementing MDE and MDH protocols and guidelines regarding staff support and building maintenance, school had adequate supplies such as masks, field shields, sanitizers. Teachers had the option to work on the building

or home. Spring semester Plans: Plans completed for In-person/DL/Hybrid learning, Assessments plans, Student Activities, preliminary planning for FY22. Online learning application: Partnered with other schools for online learning application for middle/high school Curriculum Committee Report Teachers used data in MyView reading to guide instruction (formative and summative assessments). Teachers utilized the resources available to support students' individual learning (IXL math & reading, Raz-kids, Lexia). Mid-year data and assessment report shared

- January 2021: 7. Curriculum Committee Report: Academic & assessment updates (I) MCA prep was in place through distance learning. Individualized data was entered for all students.
- February 2021: Curriculum Committee Report.
- March 2021: SY 2021/22 plans presented. Academic programs, Curriculum Committee Report. Safe Learning plan/program report (I). Many of the students attended In-person Learning. Only 45 students were online b. Academic & assessment updates provided (I) MCA plans. Data from various other programs such as Lexia, IXL.
- April 2021: Curriculum Committee Report: MCAs went well and NWEA Map testing took place. Assessment data shared.
- May 2021: 2021/22 Program plans: New staff hiring in place, hired a new instructional coach, extensive investments in academic intervention will be made. Summer academic and mental program school will be in place for high need students. Curriculum Committee Report: End of the year tests completed, NWEA and MCA testing completed this week. Curriculums were under review based on teacher feedback.

Standard 14	
The school maintains a high level of parent, teacher and student satisfaction rates based on school conducted surveys and student/faculty retention rates.	
	0 = Less than two of three criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates;
	1 = Two of three criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates;
X	2 = All of the following criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates.
Data Source: Annual Report, Board Minutes, School data, Interview	

STANDARD 14 ANALYSIS

The School met this standard.

NCS had 381 students in the 2020/21 school year. The School stated that over 90% of the students who attended the school in 2020/2021 returned to school in 2021/2022 with daily attendance above 95%. Teacher retention is high at 93%.

A parent satisfaction survey was administered to the parents. The School Director submitted the results as 87% percent satisfaction.

Section 3: Board Documentation and Communications

Standard 15	
Board documents are distributed to all Board members at least 3 days prior to a Board meeting.	
	0 = Board documents were not distributed to all Board members three or more times;
	1 = Board documents were not distributed to all Board members one or two times;
X	2 = Board documents were distributed to all Board members at least 3 days prior to each Board meeting.
Data Source: Monthly Board Minute Review Logs, Board chair statement	

STANDARD 15 ANALYSIS

The School met this standard.

VOA meeting minute logs and information provided by the Board Chair confirms that the school has regularly adhered to providing information to the Board three days in advance of Board meetings.

Standard 16	
The Board of Directors maintains a Board Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements; and statutory requirements for posting Board-related information on the school's website*.	
	0 = information is incomplete in the binder or on the school's website;
X	1 = complete information is available both in a binder and on the school's website but there are 1-2 incidents of incomplete information;
	2 = a complete Board Documents Binder is kept includes meeting minutes, bylaws and articles of incorporation and financial statements; and the school's website includes the statutory requirements for posting Board-related information.
Data Source: School Website	

STANDARD 16 ANALYSIS

The School partially met this standard.

As of 8/17/20, the last minutes posting was for the Board Meeting Minutes on 2/24/2020. A group health insurance purchasing policy was not found on the website.

The School Board has a Documents Binder which includes meeting minutes, bylaws, articles of incorporation, and financial statements and is located in the school office records room for public access and all Board members have digital access to it. Board documents can also be found at the school's Web site at: <https://newcenturyschool.net/our-school/governance/>

Statutory Requirement	Link
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i> : (1) the meeting minutes of the Board of directors and of members and committees having Board-delegated authority, for at least 365 days from the date of publication;	http://newcenturyschool.net/our-school/governance/ As of 8.17.20, the last minutes posting was for the Board Meeting Minutes 2.24.2020.
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i> : (2) directory information for the Board of directors and for the members of committees having Board-delegated authority;	http://newcenturyschool.net/our-school/governance/
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i> : (3) identifying and contact information for the school's authorizer.	https://newcenturyschool.net/our-school/governance/

Statutory Requirement	Link
<p>124E.11 Subd. 3 (b) The charter school must develop and publish, including on its <i>Web site</i>, a lottery policy and process that it must use when accepting pupils by lot.</p>	<p>All policies: https://newcenturyschool.net/our-school/governance/ Enrollment Policy https://newcenturyschool.net/download/500-series-students/?ind=1587532213020&filename=536%20Enrollment%20Process.pdf&wpdmdl=89&refresh=61b3ca710df8a1639172721 A more specific interpretation of this statute requires a specific lottery policy rather than speaking to a lottery within the enrollment policy.</p>
<p>124E.13 Subd. 3. (b) (3) post on the school <i>Web site</i> the name, mailing address, bylaws, minutes of Board meetings, and names of the current Board of directors of the affiliated nonprofit building corporation</p>	<p>All information was found except the bylaws on the website.</p>
<p>124E.16 Subd. 2. Annual public reports. (a)... A charter school must post the annual report on the school's official <i>Web site</i>.</p>	<p>https://newcenturyschool.net/download/annual-report-2020-2021/</p>
<p>World's Best Workforce Report</p>	<p>https://newcenturyschool.net/download/worlds-best-workforce-report-2020-2021/</p>
<p>124E.12 (b) A charter school Board or a cooperative of teachers that provides group health insurance coverage must establish and publish on its <i>Web site</i> the policy for purchasing group health insurance coverage. A charter school Board policy must include a sealed proposal process, which requires all proposals to be opened at the same time. Upon opening the proposals according to the school or cooperative policy, the proposals become public data under chapter 13.</p>	<p>A group health insurance purchasing policy was not found on the website. This became a requirement in FY20.</p>

Standard 17	
The Board has a policy review calendar and reviews and updates its policies as needed or required by state law.	
	0 = Board does not have a calendar/plan for policy review and/or reviews policies at half or fewer of the regular meetings;
	1 = the Board has a policy review calendar/plan and reviews policies at half or fewer of the regular Board meetings;
X	2 = the Board has a thorough policy review calendar/plan and review policies as a regular component of regular Board meetings.
Data Source: SCHOOL Website, Annual Report, Board Minute Review Log, Board Minutes, VOA Visit Review, Governance Committee Minutes, Interview	

STANDARD 17 ANALYSIS

The School met this standard.

School policies website: <https://newcenturyschool.net/our-school/governance/>

- July 2020: Pledge of Allegiance Policy
- September 2020: Policies: 410.1 FMLA Leave Expansion and Emergency Paid Sick Leave Policy (Coronavirus), 801 Facility Access & Neutrality (A)
- October 2020: Policies: 410.1 FMLA Leave Expansion and Emergency Paid Sick Leave Policy (Coronavirus), 801 Facility Access & Neutrality (A)
- December 2020: Board Policies Review
- February 2021: Policy 601: School District Curriculum (First reading)
- March 2021: Governance Committee Report. Policy 601: School District Curriculum (Second reading) (
- May 2021: Board Policy Review Calendar and Development Plan reviewed.

**VOA GOVERNANCE REPORT FOR
SCHOOLCRAFT**

(Reflecting the time period from July 1, 2020 – June 30, 2021.)

School: Schoolcraft Learning Center

Address: 8955 Deer School Rd NW

Bemidji, MN 56601

Phone: (218) 586-3284

Website: <http://www.schoolcraft.org/Board--7>

Director: Adrienne Eickman

Email: adrienne@schoolcraft.org

Phone: (218) 586-3284

Board Chair: Kathy Douglas (May/2019)

Email: Kathy@schoolcraft.org

Phone: (218) 586-3284

Section 1: Board Structure and Development

Standard 1	
The Board of Directors met its governance model requirements laid out in its bylaws and membership requirements as required by Minnesota Statute*.	
	0 = The Board structure does not meet bylaws and/or state statute;
	1 = the Board did not meet requirements for the entire fiscal year;
X	2 = the Board structure meets bylaws and state statute.
Data Source: Annual report, School Web site, Bylaws	

STANDARD 1 ANALYSIS

The School met this standard.

Board membership meets statutory requirements.

An FY2021 Board Table is located on the Website at <https://www.schoolcraft.org/page/Board> and in the Annual Report on pages #6.

FY21 Board Roster of all Board Members during FY21 (July 1, 2020 – June 30, 2021).

Name/Contact Info	Occupation/File Folder if applicable	Date Elected/ Appointed	Term of Service	Attendance Rate 20-21
Caige Jambor caige@schoolcraft.org	SLC Teacher	Appointed 11/2019	November 2019- May 2021	25/25
Kendra Carlson* kendra@schoolcraft.org	SLC Teacher	4/20	May 2020-April 2022	25/25
April Aylesworth* april.aylesworth@schoolcraft.org	SLC Parent	4/20	May 20-April 2022	23/25
Alyssa Kruger* alyssa@schoolcraft.org	SLC Teacher	4/19	May 2020 -April 2022	25/25
Kathy Douglas* Current Board Chair kathyd@schoolcraft.org	SLC Parent Board Chair	04/16	March 2020- April 2022	24/25
Marcia Moline marcia@schoolcraft.org	Community Member	Appointed 5/20	July 2020- April 2022 Resigned	5/20
Graham Hensel graham@schoolcraft.org	SLC Parent	4/19	5/19	20/20

<p>Community Member: In May 2020, we appointed Marcia Moline to the community member board position, after the resignation of Paul Dybing. Marcia was removed from the board on 3.16.2021 due to lack of attendance. The board moved to leave the position open until the general election could be held in April.</p>				
Members elected in April, 2021	SLC Parent		April 2021-April 2023	4/5
Nyleta Belgarde nyleta@schoolcraft.org				
Margaret Larson maggie@schoolcraft.org	SLC Teacher		April 2021-April 2023	5/5
Stacy Bender-Fayette stacy@schoolcraft.org	Community Member		April 2021-April 2023	4/5

*= current board member

Board meets the 3rd Tuesday each month
 In 2021-22, the board began meeting on the 2nd Tuesday of each month

Standard 2	
The Board of Directors has the necessary knowledge to carry out the responsibilities contained in Minn Stat 124E.07, Subd. 6. (Duties), including knowledge in finance/budget, policy/legal, personnel/employment, and education.	
	0 = The Board does not have a plan to ensure Board members have the necessary knowledge;
	1 = the Board has a partial plan to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education;
X	2 = the Board has a thorough plan to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education.
Data Source: Board Development and/or Board Training Plan and/or Training Table or Calendar, Board Development Committee minutes, Board minutes, Annual report, School website	

STANDARD 2 ANALYSIS

The School met this standard.

The FY2021 Board Meeting Calendar was represented on the school website and included the Board Retreat/Update on New Board Member Training.

Standard 3	
The Board adheres to an orientation process for bringing on new members.	
	0 = The Board does not have a membership orientation process for new Board members;
	1 = the school Board has a process for the orientation of new Board members, but it is not consistently followed;
X	2 = the school Board adheres to a thorough process for the orientation of new Board members.
Data Source: Board Minutes, Interview, Board Development Plan and/or Board Training Plan, Interview	

STANDARD 3 ANALYSIS

The School met this standard.

The School Board institutes and follows an orientation process for bringing on new members. The School Board informally orients new Board members where they provide a binder and necessary information. The Board has a document “Schoolcraft Learning Community Board Member Orientation” for Board member orientation.

Standard 4	
The Board of Directors complies with initial and ongoing training requirements set forth in Minn. Stat 124E.07, Subd 7 (Training): governance, financial, and employment policies and practices.	
	0 = More than one Board member did not fully comply with Minnesota law regarding Board training requirements;
	1 = one Board member did not fully comply with Minnesota law regarding Board training requirements and was removed;
X	2 = all Board members comply with Minnesota law regarding Board training requirements.
Data Source: Annual report, School website, Board minutes and documents	

STANDARD 4 ANALYSIS

The School met this standard.

In addition to individual Board member training, the SLC School Board also engages in Board training at the onset of their regular Board meetings. The School Director confirmed that all board members received the training during board meetings. Topics have included:

- Creating a Board Development Plan
- Conducting a Board Election
- Taking Minutes
- Approving an Annual Plan
- Data Practices

Along with the following table provided in the FY21 annual report showing Board training, the school director confirmed that Kathy Douglas and Caige Jambor attended trainings during board meetings.

Member Name	Basic Training	Date
April Aylesworth	Employment Policies and Practices Financial Management Courses Governance/Board Roles and Responsibilities	October 9, 2020 December 28, 2020 December 28, 2020
Alyssa Kruger	Conducting Financial Oversight Employment Practices Board Roles and Responsibilities	August 20, 2020 August 20, 2020 August 19, 2020
Graham Hensel	Introduction to Board Governance Employment in Charters Conduct Financial Oversight 1, 2	10/26/2019 10/26/2019 4/20/2020

Nyleta Belgarde	Introduction to Board Governance Employment in Charters Oversight of Financial Matters	6/12/2018
	Received re-training Introduction to Board Governance Employment in Charters Oversight of Financial Matters	6/18/2021
Kathy Douglas	Introduction to Board Governance Employment in Charters Oversight of Financial Matters	10/14/2017
	Oversight of Financial Matters	5/31/2016
Kathy Douglas	Introduction to Board Governance Employment in Charters Oversight of Financial Matters	10/14/2017
	Oversight of Financial Matters	5/31/2016
Caige Jambor	Introduction to Board Governance Employment in Charters Oversight of Financial Matters	1/15/2020
Kendra Carlson	Oversight of Financial Matters Employment Policies and Practices Courses Governance/Board Responsibility Courses (10/17/20 10/20/20 10/20/20
Stacy Bender- Fayette	Introduction to Board Governance Employment in Charters Conduct Financial Oversight 1, 2, 3	6/18/2021
Margaret Larson	Introduction to Board Governance Employment in Charters Conduct Financial Oversight 1, 2, 3	6/18/2021

Standard 5	
The Board of Directors completes a self-evaluation each year.	
	0 = The Board does not self-evaluation;
	1 = the Board completes informal self-evaluations during one or more Board meeting(s);
X	2 = the Board completes a formal self-evaluation each year.
Data Source: Board Minutes, Board Development Committee minutes	

STANDARD 5 ANALYSIS

The School met this standard.

The School Board completes a self-evaluation annually and met this standard.

The Board conducted self-evaluations at the end of the following Board meetings: Oct 2020, Nov 2020, Dec 2020, Feb 2021, Mar 2021, Apr 2021, and May 2021. The Board also does an annual retreat where they evaluate the Board and Board processes.

Section 2: Board Practices

Standard 6	
The Board of Directors will comply with MN Open Meeting Law, Chapter 13D, and maintains a quorum for all Board meetings.	
	0 = The Board has 2 or more infractions of MN Open Meeting Law;
	1 = the Board has 1 infraction of MN Open Meeting Law;
X	2 = the Board has no infractions of MN Open Meeting Law.
Data Source: Monthly Logs of Meeting Minutes, Meeting Minutes, Interview	

STANDARD 6 ANALYSIS

The School met this standard.

The Board Chair stated that the Board is diligent to follow open meeting law requirements. Monthly logs of school Board meeting minutes provided evidence that the school maintained a quorum for scheduled Board meetings.

Standard 7	
The Board regularly reviews, updates, and approves its bylaws. The bylaws are consistent with state law.	
	0 = Bylaws are inconsistent with state statute;
	1 = bylaws are consistent with state statute but have not been reviewed regularly;
X	2 = bylaws are consistent with state law and the Board reviews them regularly.
Data Source: School's website, Board minutes, Bylaws, Interview	

STANDARD 7 ANALYSIS

The School met this standard.

The Board reviewed the bylaws at the February 2021 Board meeting.

Each Board member has a binder and digital version of bylaws and the school office binder contains the bylaws. Bylaws can be found online at: https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/100063/By-Laws_2017.pdf (Webpage footer Menu > Documents > About Schoolcraft (General, Board Minutes, Board Committee Minutes, etc. > School Documents > Recent Documents)

Standard 8	
The Board of Directors adheres to Board member election requirements set forth by state statute*.	
	0 = Election requirements were not met;
X	2 = all requirements were met.
Data Source: Board Minutes, Bylaws, Board Policies, Interview	

STANDARD 8 ANALYSIS

The School met this standard.

The Board election was announced March 8, 2021. The election ballot was distributed by email on Apr 8, 2021.

SLC Board List 2021 Untitled document (1).pdf reported the individuals elected to the Board: Nyleta Belgarde, Margaret Larson, Stacy Bender-Fayette, Alyssa Kruger*, Kathy Douglas* Current Board Chair, Caige Jambor, Kendra Carlson*, April Aylesworth*. The significance of the asterisks was not reported.

Minnesota Statutes 124E.07 Subdivision 2 Requirements	Evidence
According to, the ongoing Board must be elected before the school completes its third year of operation.	Not applicable
The Board elections must be held during the school year but may not be conducted on days when the school is closed.	Election date and day(s): Apr 8, 2021 School was in session.
A charter school must notify eligible voters of the school Board election dates at least 30 days before the election.	The Board election was announced March 8, 2021. The Election ballot was distributed by email on Apr 8, 2021. Date of election: Apr 8, 2021. Notice was at least 30 days before the election.
Staff members employed at the school, members of the Board of directors, and all parents or legal guardians of children enrolled in the school are eligible voters.	The Board Chair confirmed that eligible voters were notified and encouraged to vote.

Standard 9	
The Board conducts an annual evaluation (including all aspects of the position description) of the performance of the school leader through a defined annual evaluation process.	
	0 = The Board did not complete an annual evaluation of the school leader;
	1 = the Board completed an evaluation of the school leader but not on all aspects of the job description;
X	2 = the Board completed a formal evaluation of the school leader including all aspects of the job description.
Data Source: Annual Report, Board Minutes, Committee Minutes, Board documentation	

STANDARD 9 ANALYSIS

The School met this standard.

Date of evaluation of school leader: The Director Evaluation Committee was instituted at the December Board Meeting. SLC 2021.4.6 Special Board Meeting Minutes.pdf reported the Board approved Director Eikman’s contract (Review/Approve Item) on April 6, 2021.

The school leader evaluation is described in the 2020-2021 Annual Report: “The Director is evaluated on a biannual basis by a school Board subcommittee. The staff and Board complete an online Director Evaluation through Survey Monkey. The results are tabulated and reviewed by the committee and Director. Goals are then established for the upcoming school year. At the end of the evaluation in 2020-21, Director Eickman’s contract was renewed for 2021-2022.”

Standard 10	
The Board has a Board-approved professional development plan for the school director (if applicable as required by Minn. Stat. 124E.12, Subd. 2*).	
	0 = A professional development plans for the non-licensed individual(s) was not documented in the school's annual report;
X	2 = a professional development plan for the non-licensed individual(s) was documented in the school's annual report or the school's director holds an administrative license.
Data Source: Annual Report, Board minutes, Board chair communication.	

* Minn. Stat. 124E.12, Subd. 2*(b) The Board of directors and an individual who does not hold a valid administrative license and who serves in an administrative, supervisory, or instructional leadership position shall develop a professional development plan. The school's annual report must include public personnel information documenting the professional development plan.

STANDARD 10 ANALYSIS

The School met this standard.

In May of 2020, Adrienne Eickman completed her coursework in educational leadership during as her professional development plan and is now eligible for an administrative license. In May of 2020, Adrienne Eickman completed her coursework in educational leadership and is eligible for an administrative license. In addition to this, Adrienne Eickman has focused on professional development with EL Education, restorative practices, and instructional coaching. Adrienne Eickman had submitted her application to MDE for a K-12 administrator's license.

Standard 11	
The Board of Directors monitors the organization's adherence to school Board policies.	
	0 = Meeting minutes include no evidence of the Board monitoring the organization's adherence to school Board policies;
	1 = meeting minutes includes one or two examples of the Board monitoring the organization's adherence to school Board policies;
X	2 = meeting minutes include three or more examples of the Board monitoring the organization's adherence to school Board policies.
Data Source: Board Meeting Minutes, Interview	

STANDARD 11 ANALYSIS

The School met this standard.

The Board Governance model practiced by SLC follows a framework to monitor progress for student achievement and other “Ends Policy” goals. Through this approach, the use of policies and identifying results are achieved through accountability and communication between the Board and administration.

The School Board utilizes policies and monitors the application of policies in its work throughout the year. Examples include:

- Examining Board policy related to Board membership and committees.
- Reviewing Board member training requirements and Board member roles and responsibilities.
- Monitoring compliance to open meeting law.
- Monitoring evaluation of leadership.
- Monitoring World’s Best Workforce compliance.
- Planning and organizing elections.
- Monitoring Board training.

The Schoolcraft Learning Community School Board reviews its policies annually, and the School Director presents monitoring reports to the Board throughout the school 5 year, with each policy being addressed at least once annually, specifying how the policies are being followed.

Standard 12	
The Board of Directors complies with Federal data practices law and the Minnesota Data Practices Act (Minn. Stat. Chapter 13)*.	
	0 = Data practice policies are not fully in place;
	1 = data practice policies are in place in accordance with state statute but staff were not trained in Data Practices;
X	2 = data practice policies are in place in accordance with state statute and staff are appropriately trained in Data Practices.
Data Source: Board minutes, VOA Visit Review	

* Minnesota Data Practices Act (Minn. Stat. Chapter 13), Minnesota Rules, Chapter 1205, Official Records Act (Minn. Stat., section 15.17), Records Management Statute (Minn. Stat., section 138.17), and FERPA and HIPPA laws. See https://mn.gov/admin/assets/dpintro_tcm36-309355.pptx , <https://mn.gov/admin/data-practices/data/types/education/>, Federal law for FERPA (<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>).

STANDARD 12 ANALYSIS

The School met this standard.

The Board works to comply with the Minnesota Data Practices Act in several ways.

The school has the following data practices policies:

- The school has the Data Privacy Policy (#207) (<https://docs.google.com/document/d/13jaGrQrgRrQEeqoghV0gABhZhUweMMEDz31rizKJJix8/edit>)
- 515 Protection and Privacy of Pupil Records (<https://docs.google.com/document/d/1GKGG2ZaSPAdwmnYXJK6gIe1qAmtCXDNHqp5E64IG2SQ/edit>)

Also, the Parent Handbook and Staff Handbook contribute to practice and requirements to comply with Minnesota and Federal data practices requirements. The policy and handbooks are reviewed each school year. The Board ensures the school follows these requirements - student and employee privacy, readiness to respond to data requests, and is effective to separate the public from private information and data. Certain SLC staff are designated data practices specialists for the school. The Parent Handbook and Staff Handbook references data privacy. They have parents sign a form called the Tennison warning.

The School Board ensures the school follows these requirements - student and employee privacy, readiness to respond to data requests, and is effective to separate the public from private information and data.

Delegated parties responsible for implementing policies are:

Adrienne Eickman was Responsible Authority.

Alison Drietz was the Data Practices Compliance Official and Data Practice Designee.

Standard 13	
The Board of Directors provides ongoing oversight of school academic performance.	
	0 = Less than half of the Board meeting minutes or less include evidence of oversight of school academic performance;
	1 = at least half of the Board meeting minutes include evidence of oversight of school academic performance;
X	2 = meeting minutes include evidence of regular oversight of school academic performance.
Data Source: Board Minutes, Annual Report	

STANDARD 13 ANALYSIS

The School met this standard.

The Schoolcraft Board monitored academic performance at most meetings either as an agenda item or as part of the Director’s report. Each year the Board focuses on specific academic goals and key indicators to achieve improvements. These reflect VOA goals and more specific Board goals. These are in each Board meeting agenda. Presentations to the Board are given on academic performance, comparison to other schools (public districts and charter schools).

School submitted the 2020-21 SLC Academic Assessment Plan which includes details and dates about academic assessments.

- January 2021: The Board revised Safe Learning Plan Outcome.
- February 2021: a STAR report was presented with an update on growth from fall to winter, proficiency, and grade level equivalency.

Standard 14	
The school maintains a high level of parent, teacher and student satisfaction rates based on school conducted surveys and student/faculty retention rates.	
	0 = Less than two of three criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates;
	1 = two of three criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates;
X	2 = all of the following criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates.
Data Source: Annual Report, Board Minutes, School data, Interview	

STANDARD 14 ANALYSIS

The School met this standard.

The parent satisfaction rate is over 80% based on survey results out of 24 respondents. In the FY21 survey, the following questions about satisfaction were asked:

- I am satisfied with the curriculum/ expeditions at Schoolcraft: 87.5%
- I am satisfied with the effectiveness of Schoolcraft’s classroom instruction: 87.5%
- I am satisfied with the classroom management at schoolcraft: 87.5%

The student retention rate was 99% from FY21 to FY22.

The teacher retention rate was 100% based on 19/19 teachers that returned from FY21 to FY22.

School Year	# Teachers Employed at End of School Year	# Teachers Returning at Start of Next School Year	Retention Rates
2018-19 to 2019-20	17	13	76.5%
2019-20 to 2020-21	18	16	88.9%
2020-21 to 2021-22	19	19	100%

Section 3: Board Documentation and Communications

Standard 15	
Board documents are distributed to all Board members at least 3 days prior to a Board meeting.	
	0 = The Board documents were not distributed to all Board members three or more times;
	1 = the Board documents were not distributed to all Board members one or two times;
X	2 = the Board documents were distributed to all Board members at least 3 days prior to each Board meeting.
Data Source: Monthly Board Minute Review Logs, Board chair statement	

STANDARD 15 ANALYSIS

The School met this standard.

VOA meeting minute logs confirm that the school has adhered to providing information 3 days in advance of Board meetings.

Standard 16	
The Board of Directors maintains a Board Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements; and statutory requirements for posting Board related information on the school's website*.	
	0 = Information is incomplete in the binder or on the school's website;
	1 = complete information is available both in a binder and on the school's website but there are 1-2 incidents of incomplete information;
X	2 = a complete Board Documents Binder is kept includes meeting minutes, bylaws and articles of incorporation and financial statements; and the school's website includes the statutory requirements for posting Board-related information.
Data Source: School Website	

STANDARD 16 ANALYSIS

The School met this standard.

The School Board has a Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements and is located in the school office records room for public access and all Board members have digital access to it. Board documents can also be found at the school's Web site at:

<https://www.schoolcraft.org/Board--7>, <https://www.schoolcraft.org/documents>

Statutory Requirement	Link
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i> : (1) the meeting minutes of the Board of directors and of members and committees having Board-delegated authority, for at least 365 days from the date of publication;	As of December 13, 2021, the last minutes posted were from December 2, 2021. https://www.schoolcraft.org/o/schoolcraftlearning/page/Board-minutes
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i> : (2) directory information for the Board of directors and for the members of committees having Board-delegated authority;	https://www.schoolcraft.org/page/Board
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official Web site: (3) identifying and contact information for the school's authorizer.	Authorizer: The VOA logo is found on every page. Contact information for VOA was not found on the website.

Statutory Requirement	Link
<p>124E.11 Subd. 3 (b) The charter school must develop and publish, including on its <i>Web site</i>, a lottery policy and process that it must use when accepting pupils by lot.</p>	<p>537 Kindergarten Lottery Policy: https://docs.google.com/document/d/1PuDBskWta0Gb5--sr7FPz-JtaaUS2_R0BVD-KHeJwTc/edit</p> <p>538 Enrollment: https://docs.google.com/document/d/1ksIY-GK2P9qFA4RhBpxM0nuN91SB5h9FDleswl_-jrY/edit</p>
<p>124E.13 Subd. 3. (b) (3) post on the school <i>Web site</i> the name, mailing address, bylaws, minutes of Board meetings, and names of the current Board of directors of the affiliated nonprofit building corporation</p>	<p>Name: Found at the upper left of every page.</p> <p>Mailing address: Found at the bottom of every page.</p> <p>Bylaws: http://schoolcraftmn.apptegy.us/o/schoolcraftlearning/browse/16758 (2017 folder)</p>
<p>124E.16 Subd. 2. Annual public reports. (a)... A charter school must post the annual report on the school's official <i>Web site</i>.</p>	<p>https://www.schoolcraft.org/page/annual-report-and-wbwf</p>
<p>World's Best Workforce Report</p>	<p>https://www.schoolcraft.org/page/annual-report-and-wbwf</p>
<p>124E.12 (b) A charter school Board or a cooperative of teachers that provides group health insurance coverage must establish and publish on its <i>Web site</i> the policy for purchasing group health insurance coverage. A charter school Board policy must include a sealed proposal process, which requires all proposals to be opened at the same time. Upon opening the proposals according to the school or cooperative policy, the proposals become public data under chapter 13.</p>	<p>https://www.schoolcraft.org/page/group-health-policy</p>

Standard 17	
The Board has a policy review calendar and reviews and updates its policies as needed or required by state law.	
	0 = The Board does not have a calendar/plan for policy review and/or reviews policies at half or fewer of the regular meetings;
	1 = the Board has a policy review calendar/plan and reviews policies at half or fewer of the regular Board meetings;
X	2 = the Board has a thorough policy review calendar/plan and review policies as a regular component of regular Board meetings.
Data Source: SCHOOL Website, Annual Report, Board Minute Review Log, Board Minutes, VOA Visit Review, Governance Committee Minutes, Interview	

STANDARD 17 ANALYSIS

The School met this standard.

The School Board has an annual policy review plan. Examples of policy review for FY21 included the 100 Series Board Policies, the 200 Series Board Policies, the 400 Series Board Policies, and Nepotism Policy.

**VOA GOVERNANCE REPORT FOR
SOUTHSIDE FAMILY CHARTER SCHOOL**

(Reflecting the time period from July 1, 2020 – June 30, 2021.)

School: Southside Family Charter School
Address: 4500 Clinton Avenue S.
Minneapolis, MN 55419
Phone: (612) 872-0612
Web site: <http://www.southsidefamilyschool.org/>

Interim School Leader: Julie Cohrs (School Leader in FY 2021)
Email: julie@southsidefamilyschool.org

Interim School Leader: Kaarunya Jayachandiran (School Leader in FY2021)

Director: Phillip Gray (School Leader in FY 2021)
Email: david@southsidefamilyschool.org
Phone: 612-872-8322 x452

Board Chair for FY21: KJ Starr
Email: KJ.board@southsidefamilyschool.org
Phone: 612-872-8322

Section 1: Board Structure and Development

Standard 1	
The Board of Directors met its governance model requirements laid out in its bylaws and membership requirements as required by Minnesota Statute*.	
	0 = Board structure does not meet bylaws and/or state statute;
	1 = Board did not meet requirements for the entire fiscal year;
X	2 = Board structure meets bylaws and state statute.
Data Source: Annual report, School Web site, Bylaws	

STANDARD 1 ANALYSIS

The School met this standard.

The Board of Directors structure meets its governance model requirements laid out in its bylaws ([http://www.southsidefamilyschool.org/files/user/17/file/SFCS%20Bylaws%20draft\(1\).pdf](http://www.southsidefamilyschool.org/files/user/17/file/SFCS%20Bylaws%20draft(1).pdf)) and as required by Minnesota Statute. The following table demonstrates that the Board includes a balance of skills and expertise among members. Delegated Committees of the SFCS Board are: Executive, Finance, Policy, Curriculum, Instruction, & Student Achievement (CISA), Fundraising, Board Development, and Equity Committees. Each meets according to a schedule, some monthly and others less frequently. At the beginning of meetings, as reflected in Board minutes, the Board states that a quorum is present to conduct business. They also review and declare that no conflicts were disclosed pertaining to that day's agenda items.

An FY2021 Board Table is found on the Website at <http://www.southsidefamilyschool.org/District/1221-Untitled.html> and in the Annual Report on pages # 6-7. The Board roster below is from the FY21 Annual Report.

Southside Family Charter School 2020-2021 Board of Directors

Name	Date Elected	Position	Seat Type	Term Ends	Contact Information (email or phone or address)
KJ Starr	09/2020	Chair	Parent	09/2022	kj.Board@southsidefamilyschool.org
Erika Zurawski	09/2020	Vice Chair	Parent	09/2022	erika.Board@southsidefamilyschool.org

Benjy Nicholie	09/2020	Treasurer	Community Member	09/2022	benjy.Board@southsidefamilyschool.org
Darlis Bell-Grass	09/2020	Member	Teacher	09/2022	darlis@southsidefamilyschool.org
Cate Carlis	09/2020	Member	Teacher	09/2022	cate@southsidefamilyschool.org
Jamesha Hodge	09/2020	Member	Parent	08/2021 *	jamesha.Board@southsidefamilyschool.org
Kim Holmes	09/2020	Member	Community Member	06/2021 **	kim.Board@southsidefamilyschool.org
Julia Miller	09/2020	Member	Parent	09/2022	juliam.Board@southsidefamilyschool.org
James Orione	09/2020	Member	Parent	09/2022	james.Board@southsidefamilyschool.org
Krista Tinei	09/2019	Member	Parent	09/2021	krista.Board@southsidefamilyschool.org

The Board was unable to fill one of the open Community Member seats, and this remained open for the 2020-21 school year.

*Jamesha Hodge resigned from the Board in August 2021 upon accepting the staff position of Operations Coordinator.

**Kim Holmes resigned from the Board in June 2021.

Standard 2	
The Board of Directors has the necessary knowledge to carry out the responsibilities contained in Minn Stat 124E.07, Subd. 6. (Duties), including knowledge in finance/budget, policy/legal, personnel/employment, and education.	
	0 = The Board does not have a plan to ensure Board members have the necessary knowledge;
	1 = the Board has a partial plan to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education;
X	2 = The Board has a thorough plan to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education.
Data Source: Board Development and/or Board Training Plan and/or Training Table or Calendar, Board Development Committee minutes, Board minutes, Annual report, School website	

STANDARD 2 ANALYSIS

The School met this standard.

The Board conducts informal self-evaluations during Board meetings. During FY21, the Board engaged with an outside consulting firm specializing in Board development. As a result, the Board was able to develop areas of focus for Board training and development. The Board received a Governance Model presentation in the December Board meeting. A Board training accountability plan was processed in the January 2021 Board meeting.

Standard 3	
The Board adheres to an orientation process for bringing on new members.	
	0 = The Board does not have a membership orientation process for new Board members;
	1 = the school Board has a process for the orientation of new Board members, but it is not consistently followed;
X	2 = School Board adheres to a thorough process for the orientation of new Board members.
Data Source: Board Minutes, Interview, Board Development Plan and/or Board Training Plan, Interview	

STANDARD 3 ANALYSIS

The School met this standard.

The new Board Chair met with each new Board member and the new Board members were provided Board orientation from a consultant.

Rachel Martinez did an initial welcome to the Board in addition to a general orientation on September 26,2020. The Master Training Documentation is attached along with 09.26.20 meeting minutes.

Standard 4	
The Board of Directors complies with initial and ongoing training requirements set forth in Minn. Stat 124E.07, Subd 7 (Training): governance, financial, and employment policies and practices.	
	0 = more than one Board member did not fully comply with Minnesota law regarding Board training requirements;
	1 = one Board member did not fully comply with Minnesota law regarding Board training requirements and was removed;
X	2 = all Board members comply with Minnesota law regarding Board training requirements
Data Source: Annual report, School website, Board minutes and documents	

STANDARD 4 ANALYSIS

The School met this standard.

The School provided an FY21 Initial Board Training Report from the Annual Report. Other trainings were conducted at Board meetings:

October 2020: Board Training: “Introduction to Board Governance” presented on 9.26.2020, by Rachel Martinez. Members Included: KJ Starr, Erika Zurawski, James Orione, Kimberly Holmes, Krista Oakes, Cate Carlis, Darlis, Bell-Grass, Benjy, Nichole, Jamesha Hodge, Julia Miller, Julie Cohrs.

November 2020: Board Training: Extent and Limitations of the Board and School Leader, sent out electronically for completion.

December 2020: Board Training Accountability James O has done the required Board Training

January 2021: Board Training Accountability sent out electronically for completion.

February 2021: Board Training Accountability, with CharterSource

March 2021: Board Training Accountability budget basics. Cate Carlis, Jamesha Hodge, Benjy Nichole, and Julia Miller completed this within the 6-month requirement.

Southside Family Charter School 2020-2021 Board Member Training		
Name of Board Member	Name of Training Attended	Date of Training
KJ Starr, Erika Zurawski, Benjy Nicholie, Darlis Bell-Grass, Cate Carlis, Jamesha Hodge, Kim Holmes, Julia Miller, James Orione	Board Training Basics (Governance)	9/26/20
Benjy Nicholie	Board Budget Basics (Finance)	3/27/21
Benjy Nicholie	Board Training Basics (Employment)	9/13/21
Cate Carlis	Board Budget Basics (Finance)	3/25/21
Cate Carlis	Board Training Basics (Employment)	9/22/21
Julia Miller	Board Budget Basics (Finance)	6/25/21
Julia Miller	Charter Source Employment + Governance Training	8/20/21

Standard 5	
The Board of Directors completes a self-evaluation each year.	
	0 = Board does not self-evaluation
	1 = Board completes informal self-evaluations during one or more Board meeting(s)
X	2 = Board completes a formal self-evaluation each year
Data Source: Board Minutes, Board Development Committee minutes	

STANDARD 5 ANALYSIS

The School met this standard.

During the year, there were several Board transitions and issues that arose that resulted in the Board conducting several reviews involving Board self-evaluation. The Board engaged with an outside consultant to do a review and help with a training plan.

The Board conducted self-evaluations in the October, November, January, March, April, and May Board meetings.

- October 2020: The Board will take time each month self evaluating so that at the end of the year, a comprehensive annual Board self evaluation can be reported.
- November 2021: Board Self Evaluation: What is one hope/desire/goal you hope to achieve this term?
 - KJ is excited to get the policy committee up and running.
 - Benjy seconds KJ that everyone understands policies.
 - Krista wants a PTO/PTA created along with a new website.
 - Erika wants to improve relationships with Board members/staff.
 - Julia wants to rebuild the school /parent relationship . Solidify fundraising efforts.
- March 2021: Board Self-Evaluation: How has covid-19 impacted the work of the Board?
 - It's a bit harder to be accountable without being in person.
 - Lack of connection, fellowship, both outside and around the monthly meetings.
 - More challenging to connect with the day to day operations of the school.
 - Has forced us into more grace for self and others.
 - Board attendance has actually been stronger.
 - The addition of zoom has allowed for people to attend meetings who may not have been able to do so in the past. The hope would be that we would keep the channels open for multiple avenues to attend future meetings.

- Looking to plan a staff/Board retreat as priority when safe to do so. Imperative for the staff and Board members to begin building trust with one another. Strategic planning is a great topic for such a retreat. Recommended to have money set aside for a facilitator to provide services so all individuals can participate.
- April 2021: Board Self-Evaluation: How do we as a Board/Board member live out the mission of Southside Family School?
- May 2021: Board Self-Evaluation: Annual Survey Results Discussion - including how to incentivize more participation in the future.

Section 2: Board Practices

Standard 6	
The Board of Directors will comply with MN Open Meeting Law, Chapter 13D, and maintain a quorum for all Board meetings.	
	0 = The Board has 2 or more infractions of MN Open Meeting Law;
	1 = the Board has 1 infraction of MN Open Meeting Law;
X	2 = the Board has no infractions of MN Open Meeting Law.
Data Source: Monthly Logs of Meeting Minutes, Meeting Minutes, Interview	

STANDARD 6 ANALYSIS

The School met this standard.

The Board follows open meeting law requirements. Monthly logs of school Board meeting minutes provided evidence that the school maintained a quorum for scheduled Board meetings. The Board closed meetings when appropriate.

- In the December 2020 meeting, the Board moved the meeting to be closed pursuant to Minn. Stat. 13D.05, Subd. 3 to hold attorney client privileged discussions concerning the discrimination charge against Southside Family Charter School with the Minnesota Department of Human Rights.
- The Board closed the June 2021 meeting for the purpose of performing the Interim School Administrator annual evaluation.

Standard 7	
The Board regularly reviews, updates, and approves its bylaws. The bylaws are consistent with state law.	
	0 = Bylaws are inconsistent with state statute;
	1 = bylaws are consistent with state statute but have not been reviewed regularly;
X	2 = bylaws are consistent with state law and the Board reviews them regularly.
Data Source: School's website, Board minutes, Bylaws, Interview	

STANDARD 7 ANALYSIS

The School met this standard.

At the January 23rd meeting the bylaws were officially reviewed, with changes and recommendations made for public notice 30 days prior to the Board taking action to update the bylaw at the February 27th Board meeting.

Each Board member has a binder and digital version of bylaws and the school office binder contains the bylaws.

Bylaws can be found online at:

[http://www.southsidefamilyschool.org/files/user/17/file/SFCS%20Bylaws%20draft\(1\).pdf](http://www.southsidefamilyschool.org/files/user/17/file/SFCS%20Bylaws%20draft(1).pdf)

Standard 8	
The Board of Directors adheres to Board member election requirements set forth by state statute*.	
X	0 = Election requirements were not met;
	2 = all requirements were met.
Data Source: Board Minutes, Bylaws, Board Policies, Interview	

STANDARD 8 ANALYSIS

The School did not meet this standard as 30 day notice was not provided for the election.

Board members are elected in September for two year terms. as part of the Annual Member Meeting. The 2020-2021 Board member election was held on September 16, 2020.

Minnesota Statutes 124E.07 Subdivision 2 Requirements	Evidence
According to, the ongoing Board must be elected before the school completes its third year of operation.	Not applicable
The Board elections must be held during the school year but may not be conducted on days when the school is closed.	Election date and day(s): September 16, 2020 School was in session. YES
A charter school must notify eligible voters of the school Board election dates at least 30 days before the election.	Date of notice: August 25, 2020 Date of election: September 16, 2020 Notice was not at least 30 days before the election.
Staff members employed at the school, members of the Board of directors, and all parents or legal guardians of children enrolled in the school are eligible voters.	The Board Chair confirmed that eligible voters were notified and encouraged to vote.

Standard 9	
The Board conducts an annual evaluation (including all aspects of the position description) of the performance of the school leader through a defined annual evaluation process.	
	0 = The Board did not complete an annual evaluation of the school leader;
	1 = the Board completed an evaluation of the school leader but not on all aspects of the job description;
X	2 = the Board completed a formal evaluation of the school leader including all aspects of the job description.
Data Source: Annual Report, Board Minutes, Committee Minutes, Board documentation	

STANDARD 9 ANALYSIS

The School met this standard.

The executive leader (School Leader for 2020-2021, and School Administrator for 2021-2022 onward) is evaluated annually by the Board of Directors. A summary of the process can be found in Appendix A in the 2020-2021 Annual Report; the entire process is available from the Board Chair.

The Interim School Administrator Annual evaluation was conducted by the Board of Directors during a closed session at the June 2021 Board Meeting. The Board extended a work agreement to Julie Cohrs for the 2021-2022 school year.

Standard 10	
The Board has a Board-approved professional development plan for the school director (if applicable as required by Minn. Stat. 124E.12, Subd. 2*).	
	0 = A professional development plans for the non-licensed individual(s) was not documented in the school's annual report;
X	2 = a professional development plan for the non-licensed individual(s) was documented in the school's annual report or the school's director holds an administrative license.
Data Source: Annual Report, Board minutes, Board Chair communication.	

* Minn. Stat. 124E.12, Subd. 2*(b) The Board of directors and an individual who does not hold a valid administrative license and who serves in an administrative, supervisory, or instructional leadership position shall develop a professional development plan. The school's annual report must include public personnel information documenting the professional development plan.

STANDARD 10 ANALYSIS

The School met this standard.

Administrative Team's Professional Development for 2020-2021

Administrative staff engaged in several professional development activities. A list of the activities and dates of participation are noted in the tables below.

Southside Family Charter School
2020-2021 Administrative Team Professional Development Activities

Administrative Staff	Activity	Date	Hours
Julie Cohrs	Charter School Boot Camp, MDE	1/2021- 5/2021	15
Julie Cohrs	VOA Meetings	10/2020-6/2021	39

Standard 11	
The Board of Directors monitors the organization's adherence to school Board policies.	
	0 = meeting minutes include no evidence of the Board monitoring the organization's adherence to school Board policies;
	1 = meeting minutes includes one or two examples of the Board monitoring the organization's adherence to school Board policies;
X	2 = meeting minutes include three or more examples of the Board monitoring the organization's adherence to school Board policies.
Data Source: Board Meeting Minutes, Interview	

STANDARD 11 ANALYSIS

The School met this standard.

The School Board utilizes policies and monitors the application of policies in its work throughout the year. Examples include:

- Overseeing and examining Board policy related to Board membership and committees.
- Reviewing Board member training requirements and Board member roles and responsibilities.
- Monitoring compliance to open meeting law.
- Monitoring evaluation of leadership.
- Monitoring World’s Best Workforce compliance.
- Planning and organizing elections.
- Monitoring Board training.

During the many organizational changes during the school year, the Board utilized policies to manage decision making in areas of governance, management, and personnel issues.

- November 2020:
 - Policy 205 Open Meeting Law - Review and Amendment
- July 2020:
 - Policy Board Member Election
- January 2021:
 - Policy 105 - Governance Policy - Reviewed and Updated
- April 2021:
 - Update the Governance Policy, direction for the titles of all the policies.

Standard 12	
The Board of Directors complies with Federal data practices law and the Minnesota Data Practices Act (Minn. Stat. Chapter 13)*.	
	0 = Data practice policies are not fully in place;
	1 = Data practice policies are in place in accordance with state statute but staff were not trained in Data Practices;
X	2 = Data practice policies are in place in accordance with state statute and staff are appropriately trained in Data Practices.
Data Source: Board minutes, VOA Visit Review	

* Minnesota Data Practices Act (Minn. Stat. Chapter 13), Minnesota Rules, Chapter 1205, Official Records Act (Minn. Stat., section 15.17), Records Management Statute (Minn. Stat., section 138.17), and FERPA and HIPPA laws. See https://mn.gov/admin/assets/dpintro_tcm36-309355.pptx , <https://mn.gov/admin/data-practices/data/types/education/>, Federal law for FERPA (<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>).

STANDARD 12 ANALYSIS

The School met this standard.

The Board works to comply with the Minnesota Data Practices Act in several ways.

The school has the following data practices policies:

- Public and Private Personnel Data (#406, revised 4-11-15): This policy defines public and private data for students, who can access this data, under what conditions and what can and cannot be done with this data. It presents the rights students and parents/guardians have to review, request amendment, and other rights regarding student data. It defines what information and data the school can share with various entities and individuals and for what purposes. It defines who is responsible to protect data and how. An accompanying Public Notice is also posted with this policy, informing parents about these matters.
- Protection and Privacy of Pupil Records (#515, revised 6-6-15): This policy identifies which data and information is private and public for SFCS personnel, rights of SFCS personnel and processes for addressing concerns.

The School Board ensures the school follows these requirements - student and employee privacy, readiness to respond to data requests, and is effective to separate the public from private information and data.

The School Director stated that appropriately trained staff were in place to handle Data Practices in accordance with state statute; team members were: Julie Cohrs, Kaarunya Jayachandiran, Lee-Ann Sanborn (SpEd).

Standard 13	
The Board of Directors provides ongoing oversight of school academic performance.	
	0 = less than half of the Board meeting minutes or less include evidence of oversight of school academic performance;
	1 = at least half of the Board meeting minutes include evidence of oversight of school academic performance;
X	2 = meeting minutes include evidence of regular oversight of school academic performance.
Data Source: Board Minutes	

STANDARD 13 ANALYSIS

The School met this standard.

Review of Board minutes and Director’s reports provided evidence of regular attention to student academic programming, student data, or budgetary decisions focused on student success. Here are some examples taken from the meeting minutes:

- September 2020:
 - Fall Launch was the big project, distance learning launched with limited student support onsite.
 - Professional development day on September 28, 2020.
 - Conferences begin on October 2, 2020 with a two week window for families to connect with teachers.
- November 2020:
 - Review and Accept the 19-20 WBWF Report

Standard 14	
The school maintains a high level of parent, teacher and student satisfaction rates based on school conducted surveys and student/faculty retention rates.	
X	0 = Less than two of three criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates;
	1 = Two of three criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates;
	2 = All of the following criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates.
Data Source: Annual Report, Board Minutes, School data, Interview	

STANDARD 14 ANALYSIS

The School did not meet this standard.

School Year	# Students at End of School Year	# Students Returning at Start of Next School Year	Retention Rates
2019-20 to 2020-21	109	95	87%
2020-21 to 2021-22	95	89	94%

The teacher retention rate was 77% based on 10/13 teachers that returned.

School Year	# Teachers Employed at End of School Year	# Teachers Returning at Start of Next School Year	Retention Rates
2019-20 to 2020-21	9	12	75%

2020-21 to 2021-22	10	13	77%
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Out of 27 staff members, 15 completed the survey (response rate of 56%, compared with 62% last year). For each statement, staff members are asked to rate their agreement on a 5-point scale ranging from “Disagree” to “Agree.” For analytic purposes, “General Agreement” indicates that at least 85% of respondents chose “Agree” or “Somewhat Agree” for that item. “High Agreement” indicates that at least 70% of respondents chose the “Agree”. All “Neutral” responses were removed from the analysis so only those who gave a decisive rating were included in the final percentages.

As for parent satisfaction; the school administered a parent survey that included a variety of questions seeking parent feedback on a number of areas. Satisfaction rates varied but most rates were less than 80%.

Section 3: Board Documentation and Communications

Standard 15	
Board documents are distributed to all Board members at least 3 days prior to a Board meeting.	
X	0 = Board documents were not distributed to all Board members three or more times;
	1 = Board documents were not distributed to all Board members one or two times;
	2 = Board documents were distributed to all Board members at least 3 days prior to each Board meeting.
Data Source: Monthly Board Minute Review Logs, Board Chair statement	

STANDARD 15 ANALYSIS

The School did not meet this standard.

VOA meeting minute logs confirm and information from the Board Chair demonstrated that the school did not fully adhere to this standard.

No packets were created for the September Annual Meeting, the meeting was recorded). The packets for October, November, May, and June were received after the meeting when the packets were requested. The February packet was received 2 days prior to the meeting.

Standard 16	
The Board of Directors maintains a Board Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements; and statutory requirements for posting Board related information on the school's website*.	
	0 = information is incomplete in the binder or on the school's website;
	1 = information is available both in a binder and on the school's website but there are 1-2 incidents of incomplete information;
X	2 = a complete Board Documents Binder is kept includes meeting minutes, bylaws and articles of incorporation and financial statements; and the school's website includes the statutory requirements for posting Board-related information.
Data Source: School Website	

STANDARD 16 ANALYSIS

The School met this standard.

The School Board has a Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements and is located in the school office records room for public access and all Board members have digital access to it. Board documents can also be found at the school's Web site at: <http://www.southsidefamilyschool.org/District/1221-Untitled.html>.

Statutory Requirement	Link
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i> : (1) the meeting minutes of the Board of directors and of members and committees having Board-delegated authority, for at least 365 days from the date of publication;	As of Dec. 10, 2021, the last minutes posted were from November 2021 Meeting minutes: http://www.southsidefamilyschool.org/District/1197-Untitled.html
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i> : (2) directory information for the Board of directors and	Board members: http://www.southsidefamilyschool.org/District/1221-Untitled.html

Statutory Requirement	Link
for the members of committees having Board-delegated authority;	Board members' phone contact information is not listed. The "Printable Roster of 2020-2021 Board of Directors Contact Information" has members' names and email addresses only
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i> : (3) identifying and contact information for the school's authorizer.	https://www.southsidefamilyschool.org/District/1111-About-Us.html
124E.11 Subd. 3 (b) The charter school must develop and publish, including on its <i>Web site</i> , a lottery policy and process that it must use when accepting pupils by lot.	http://www.southsidefamilyschool.org/files/user/17/file/591%20Enrollment%20Policy%202-20-16(1).pdf An interpretation of this statute is that the school should have a specifically named "lottery" policy to meet this requirement.
124E.13 Subd. 3. (b) (3) post on the school <i>Web site</i> the name, mailing address, bylaws, minutes of Board meetings, and names of the current Board of directors of the affiliated nonprofit building corporation	Name: Found at the top of every page Mailing address: Found at the bottom of every page. Bylaws: http://www.southsidefamilyschool.org/files/user/17/file/SFCS%20Bylaws%20draft(1).pdf https://www.southsidefamilyschool.org/District/1221-Untitled.html No Affiliated Building Company
124E.16 Subd. 2. Annual public reports. (a)... A charter school must post the annual report on the school's official <i>Web site</i> .	From: https://www.southsidefamilyschool.org/District/1221-Untitled.html https://www.southsidefamilyschool.org/files/user/18/file/2020-21%20Annual%20Report.pdf
World's Best Workforce Report	WBWF is presented in the annual report in specific goals required from the State. See pages 26 and 27.
124E.12 (b) A charter school Board or a cooperative of teachers that provides group health insurance coverage must establish and publish on its <i>Web site</i> the policy for purchasing group health insurance	From: https://www.southsidefamilyschool.org/District/1220-Untitled.html

Statutory Requirement	Link
<p>coverage. A charter school Board policy must include a sealed proposal process, which requires all proposals to be opened at the same time. Upon opening the proposals according to the school or cooperative policy, the proposals become public data under chapter 13.</p>	<p>https://www.southsidefamilyschool.org/files/user/18/file/405_%20Purchase%20of%20Group%20Health%20Insurance%201_21_21.pdf</p>

Standard 17	
The Board has a policy review calendar and reviews and updates its policies as needed or required by state law.	
	0 = Board does not have a calendar/plan for policy review and/or reviews policies at half or fewer of the regular meetings;
	1 = the Board has a policy review calendar/plan and reviews policies at half or fewer of the regular Board meetings;
X	2 = the Board has a thorough policy review calendar/plan and review policies as a regular component of regular Board meetings.
Data Source: SCHOOL Website, Annual Report, Board Minute Review Log, Board Minutes, VOA Visit Review, Governance Committee Minutes, Interview	

STANDARD 17 ANALYSIS

The School met this standard.

The School Board has an annual policy review plan.

Their review plan and process for this year included a vetting and revision process resulting in the approval of the following policies such as:

- July 2020:
 - Policy Board Member Election
- October 2020:
 - Policy 203
- December 2020:
 - Policy 414
 - Policy 213
 - Policy 525
 - Policy 201
- January 2021:
 - Policy 304
- February 2021:
 - Policy 531
 - Policy 714
 - Policy 428
- March 2021:

- Policy 426 Nepotism
- April 2021:
 - Policy 413
 - Policy 506
- May 2021:
 - Policy 410, 103, 421, 524, 428
- June 2021:
 - Policy 710, 516, 601, 603, 703, 802, 419

**VOA GOVERNANCE REPORT FOR
SPECTRUM**

(Reflecting the time period from July 1, 2020 – June 30, 2021.)

School: Spectrum High School and Spectrum Middle School

Address: 17796 Industrial Circle NW

Elk River, MN 55330

Phone: (763) 241-8703

Web site: <https://www.spectrumhighschool.org/>

http://spectrumhighschool.org/about_us/board_of_directors/current_board_members

Director: Dan DeBruyn

Email: ddebruyn@spectrumhighschool.org

Phone: (763) 241-8703

Board Chair: Dave Lucas

Email: dluca@spectrumhighschool.org

Phone: 763-607-2662

Section 1: Board Structure and Development

Standard 1	
The Board of Directors met its governance model requirements laid out in its bylaws and membership requirements as required by Minnesota Statute*.	
	0 = Board structure does not meet bylaws and/or state statute;
	1 = the board did not meet requirements for the entire fiscal year;
X	2 = the board structure meets bylaws and state statute.
Data Source: Annual report, School Web site, Bylaws	

STANDARD 1 ANALYSIS

The School met this standard. The School Board is in alignment with statutory requirements.

An FY2021 Board Table is located on the Website at <https://www.spectrumhighschool.org/board-of-directors/index> and in the FY21 Annual Report on page #8.

Following is the FY21 Board Roster of all Board Members during FY21_(July 1, 2020 – June 30, 2021) is from the FY21 Annual Report:

Name	Position	Represents	Term		Attend. Rate
			Start/Seated	End	
Dave Lucas	Chair	Community	2/1/07	6/30/22	83%
Tom Sagstetter	Vice Chair	Parent	9/19/13	6/30/21	100%
Kathy Reed	Treasurer	Parent	7/23/15	6/30/23	92%
Tony Brunt	Secretary	Teacher (File: 420896)	6/27/19	6/30/22	100%
Nancy Moe	Member	Teacher (File: 353953)	6/30/20	6/30/23	100%
Rob Stark	Member	Community	6/30/20	6/30/23 Mr. Stark Resigned from the Board 10/20	N/A
Keve Israelson	Member	Parent	Appointed to Fill Mr. Stark’s position 12/20	6/30/21	N/A
Bert Sepulveda	Member	Parent	6/28/18	6/30/21	83%
Dan DeBruyn	Ex-Officio Member	Executive Director	07/01/17	Current/By position	100%

Standard 2	
The Board of Directors has the necessary knowledge to carry out the responsibilities contained in Minn Stat 124E.07, Subd. 6. (Duties), including knowledge in finance/budget, policy/legal, personnel/employment, and education.	
	0 = The board does not have a plan to ensure board members have the necessary knowledge;
	1 = the board has a partial plan to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education;
X	2 = the board has a thorough plan to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education.
Data Source: Board Development and/or Board Training Plan and/or Training Table or Calendar, Board Development Committee minutes, Board minutes, Annual report, School website	

STANDARD 2 ANALYSIS

The School met this standard. The Spectrum High School Board prepared a detailed calendar for the 2020-2021 school year that includes references to plans for board training. This is evidence that the Board has a thorough plan to ensure members have the necessary knowledge per this standard.

Standard 3	
The board adheres to an orientation process for bringing on new members.	
	0 = The board does not have a membership orientation process for new board members;
	1 = the school board has a process for the orientation of new board members, but it is not consistently followed;
X	2 = the board adheres to a thorough process for the orientation of new board members.
Data Source: Board Minutes, Interview, Board Development Plan and/or Board Training Plan, Interview	

STANDARD 3 ANALYSIS

The School met this standard. The School Board institutes and follows an orientation process for bringing on new members. Newly elected members are orientated to the Board through an informal onboarding process of separate meetings with the Board Chair, as well as the distribution of common documents and materials, (i.e., Articles of Incorporation and Bylaws).

Standard 4	
The Board of Directors complies with initial and ongoing training requirements set forth in Minn. Stat 124E.07, Subd 7 (Training): governance, financial, and employment policies and practices.	
	0 = more than one board member did not fully comply with Minnesota law regarding board training requirements;
	1 = one board member did not fully comply with Minnesota law regarding board training requirements and was removed;
X	2 = all board members comply with Minnesota law regarding board training requirements
Data Source: Annual report, School website, Board minutes, and documents	

STANDARD 4 ANALYSIS

The School met this standard. All board members complied with Minnesota law regarding board training requirements.

Spectrum High School complied with Minnesota law regarding board training requirements. The following tables of information provided in Spectrum’s FY21 Annual Report demonstrate that all new and existing board members have met statutory training requirements.

FY21 Initial Board Training Report from the FY21 Annual Report, Appendix G:

Member Name	Type of Activity	Date	Facilitator
Dave Lucas	Finance Matters	October 29, 2016	Nick Taintor, BKDA Spectrum High School
Dave Lucas	Employment Matters	October 29, 2016	James Martin, Attorney Spectrum High School
Dave Lucas	Board Governance	October 29, 2016	James Martin. Attorney Spectrum High School
Tom Sagstetter	Finance Matters	October 29, 2016	Nick Taintor. BKDA Spectrum High School
Tom Sagstetter	Employment Matters	October 29, 2016	James Martin. Attorney Spectrum High School

Tom Sagstetter	Board Governance	October 29, 2016	James Martin. Attorney Spectrum High School
Kathy Reed	Finance Matters	October 29, 2016	Nick Taintor. BKDA Spectrum High School
Kathy Reed	Employment Matters	October 29, 2016	James Martin. Attorney Spectrum High School
Kathy Reed	Board Governance	October 29, 2016	James Martin. Attorney Spectrum High School
Tony Brunt	Finance Matters	October 3, 2015	Nick Taintor. BKDA Spectrum High School
Tony Brunt	Employment Matters	October 3, 2015	Ellen McVeigh, Attorney Spectrum High School
Tony Brunt	Board Governance	October 3, 2015	Ellen McVeigh, Attorney Spectrum High School
Nancy Moe	Finance Matteis	July 14. 2020	MN School Boards Assoc.
Nancy Moe	Employment Matters	July 21, 2020	MN School Boards Assoc.
Nancy Moe	Board Governance	July 28. 2020	MN School Boards Assoc.
Bert Sepulveda	Finance Matters	August 7. 2018	MN School Boards Assoc.
Bert Sepulveda	Employment Matters	August 7. 2018	MN School Boards Assoc.
Bert Sepulveda	Board Governance	August 7. 2018	MN School Boards Assoc.
Rob Stark	Mr. Stark did not pursue training during the 3 months he served on the Board.		
Keven Israelson	Mr. Israelson began to serve on the Board in December and stood for election in April of 2021. Mr. Israelson will begin his training in FY22.		

FY21 Ongoing (Annual) Board Training Report from the FY20 Annual Report, Appendix H:

ON-GOING BOARD TRAINING

Member Name	Type of Activity	Date	Facilitator
Dave Lucas	MCA Data Analysis	October 22, 2020	Greg Heinecke, Mark Leland and Jill Johnson
	Legislative Update & Charter School Funding	January 28, 2021	Nick Taintor, BerganKDV
	Data Practices	September 24, 2020 & October 22, 2020	Dan DeBruyn Spectrum High School
Tom Sagstetter	MCA Data Analysis	October 22, 2020	Greg Heinecke, Mark Leland and Jill Johnson
	Legislative Update & Charter School Funding	January 28, 2021	Nick Taintor, BerganKDV
	Data Practices	September 24, 2020 and October 22, 2020	Dan DeBruyn Spectrum High School
Bert Sepulveda	MCA Data Analysis	October 22, 2020	Greg Heinecke, Mark Leland and Jill Johnson
	Legislative Update & Charter School Funding	January 28, 2021	Nick Taintor, BerganKDV
	Data Practices	September 24, 2020 and October 22, 2020	Dan DeBruyn Spectrum High School
Keve Israelson	Legislative Update & Charter School Funding	January 28, 2021	Nick Taintor, BerganKDV
Tony Brunt	MCA Data Analysis	October 22, 2020	Greg Heinecke, Mark Leland and Jill Johnson
	Legislative Update & Charter School Funding	January 28, 2021	Nick Taintor, BerganKDV
	Data Practices	September 24, 2020 and October 22, 2020	Dan DeBruyn
Nancy Moe	MCA Data Analysis	October 22, 2020	Greg Heinecke, Mark Leland and Jill Johnson
	Legislative Update & Charter School Funding	January 28, 2021	Nick Taintor, BerganKDV
	Data Practices	September 24, 2020 and October 22, 2020	Dan DeBruyn Spectrum High School
Kathy Reed	MCA Data Analysis	October 28, 2020	Greg Heinecke, Mark Leland and Jill Johnson
	Legislative Update & Charter School Funding	January 28, 2021	Nick Taintor, BerganKDV
	Data Practices	September 24, 2020 and October 22, 2020	Dan DeBruyn Spectrum High School

Standard 5	
The Board of Directors completes a self-evaluation each year.	
	0 = The board did not complete a self-evaluation;
	1 = the board completes informal self-evaluations during one or more board meeting(s);
X	2 = the board completes a formal self-evaluation each year.
Data Source: Board Minutes, Board Development Committee minutes	

STANDARD 5 ANALYSIS

The School Board completes a self-evaluation annually and met this standard.

The Spectrum High School Board completes a self-evaluation annually. The Board completes the Annual Self Board evaluation each year. The Spectrum Board assesses its own familiarity with the current Vision and Mission statements and its own understanding of the school's constituency. They also evaluate how they make strategic decisions based on constituency needs and how the school should meet new opportunities and challenges. Additionally, they examine the effectiveness of the school's programs and services and how the budget reflects the priorities established in their strategic plan. Other important aspects reviewed include:

- the respective roles of the Board and Executive Director are clearly defined and understood;
- that there is an effective process in place to identify and cultivate potential board members;
- that the Board periodically reviews its policies, procedures, and bylaws;
- that the board members base their decisions on the best interest of the school;
- that current committee and task force structure contributes to Board productivity; and
- that the Board assesses the Executive Director's performance in a systematic and fair way.

Section 2: Board Practices

Standard 6	
The Board of Directors will comply with MN Open Meeting Law, Chapter 13D, and maintains a quorum for all board meetings.	
	0 = The board has 2 or more infractions of MN Open Meeting Law;
	1 = the board has 1 infraction of MN Open Meeting Law;
X	2 = the board has no infractions of MN Open Meeting Law.
Data Source: Monthly Logs of Meeting Minutes, Meeting Minutes, Interview	

STANDARD 6 ANALYSIS

The School met this standard. The Board Chair confirmed that the Board is diligent to follow open meeting law requirements. Monthly logs of school board meeting minutes provided evidence that the school maintained a quorum for scheduled board meetings.

Standard 7	
The board regularly reviews, updates, and approves its bylaws. The bylaws are consistent with state law.	
	0 = Bylaws are inconsistent with state statute;
	1 = bylaws are consistent with state statute but have not been reviewed regularly;
X	2 = bylaws are consistent with state law and the board reviews them regularly.
Data Source: School’s website, Board minutes, Bylaws, Interview	

STANDARD 7 ANALYSIS

The School met this standard.

The Board Chair confirmed that their bylaws are up to date and consistent with state law. The Bylaws were last revised on June 28, 2018, each board member has a binder and digital version of bylaws and the school office binder contains the bylaws. In addition, Spectrum references its Bylaws annually as the Board Development Team, which is an ad-hoc committee of the Board, works to ready it's slate of election candidates each year. In doing so, the Board Development Team ensures that the composition of the Board remains in compliance with its Bylaws. Minutes of the respective Board Development Team are submitted to the full Board for acceptance to ensure that they are aware that the Bylaws are being referenced routinely for compliance. Spectrum's Bylaws are only revised when there is substantial change necessary, otherwise, as the overriding governing document of the school, minimizing change to the document is in keeping with best practice for the school. In addition, Spectrum's Board recently approved a Board Handbook which references the school's Bylaws as well.

Bylaws can be found online at: <https://www.spectrumhighschool.org/board-of-directors/files/documents/Approved-Bylaws/Spectrum%20By-Laws-%20June,%202018.pdf>

Standard 8	
The Board of Directors adheres to board member election requirements set forth by state statute*.	
	0 = Election requirements were not met;
X	2 = all requirements were met.
Data Source: Board Minutes, Bylaws, Board Policies, Interview	

STANDARD 8 ANALYSIS

The School met this standard.

The Board Chair confirmed that the school follows its own bylaws and Minnesota Statute in holding school board elections. Spectrum has a specific and robust set of procedures in how they run board elections. There are four main areas of procedures:

- COMMUNICATION OF BOARD ELECTION
- MASTER VOTER ELIGIBILITY LIST
- VOTING/ELECTION DAY
- VERIFYING ELECTION RESULTS

The Nominating Committee searches for qualified candidates for the available board seats at the next election. The committee compiles these candidates for the Board. Spectrum uses an electronic voting system that provides assurances that the voting process is secure. The Board Chair confirmed that all members will be notified 30 days before the election date and given instructions and access for voting. The school board election was announced at the February 25, 2021, and March 25, 2021, board meetings.

The 2020-2021 Election Date was reported in the 2020-2021 Annual Report: April 20, 2020

Minnesota Statutes 124E.07 Subdivision 2 Requirements	Evidence
According to, the ongoing board must be elected before the school completes its third year of operation.	Not applicable
The board elections must be held during the school year but may not be conducted on days when the school is closed.	Election date and day(s): April 20, 2020 School was in session. YES

Minnesota Statutes 124E.07 Subdivision 2 Requirements	Evidence
A charter school must notify eligible voters of the school board election dates at least 30 days before the election.	Date of notice: February 25, 2021 Date of election: April 20, 2020 Notice was at least 30 days before the election. YES
Staff members employed at the school, members of the board of directors, and all parents or legal guardians of children enrolled in the school are eligible voters.	The Board Chair confirmed that eligible voters were notified and encouraged to vote.

Standard 9	
The Board conducts an annual evaluation (including all aspects of the position description) of the performance of the school leader through a defined annual evaluation process.	
	0 = The board did not complete an annual evaluation of the school leader;
	1 = the board completed an evaluation of the school leader but not on all aspects of the job description;
X	2 = the board completed a formal evaluation of the school leader including all aspects of the job description.
Data Source: Annual Report, Board Minutes, Committee Minutes, Board documentation	

STANDARD 9 ANALYSIS

The School met this standard.

Date of evaluation of school leader:

Description of evaluation: In accordance with the Executive Director Review policy, the Board conducts its annual review of the Executive Director during the January/February timeframe. At the May 19, 2021, Board Meeting the “Spectrum Board of Directors moved into a closed session for the purpose of discussing the Executive Director’s annual review. Following discussion, on a motion duly made and seconded, Brunt/Reed, the Spectrum Board of Directors unanimously approved extending Mr. DeBruyn an at-will letter for the FY22 school year, as well as 3% increase to salary.” The evaluation has been completed.

Evaluations were compiled from Survey Monkey surveys to each board member. The Board Chair gets copies from all board members and the Executive Director’s direct reports. The Board Chair compiles and prepares an evaluation summary. The Board Chair meets in person with the Executive Director. Then the Board holds a closed meeting with the Director to conclude their evaluation. If favorable, the Board offers an at-will employment agreement for the next year.

The annual report contains the Director Evaluation policy and procedures document. The scheduled action steps for the evaluation are on pages 13-16 combining details and dates. The evaluation was conducted in a closed Board meeting on May 19, 2021.

Standard 10	
The Board has a board-approved professional development plan for the school director (if applicable as required by Minn. Stat. 124E.12, Subd. 2*).	
	0 = A professional development plans for the non-licensed individual(s) was not documented in the school's annual report;
X	2 = a professional development plan for the non-licensed individual(s) was documented in the school's annual report or the school's director holds an administrative license.
Data Source: Annual Report, Board minutes, Board chair communication.	

* Minn. Stat. 124E.12, Subd. 2*(b) The board of directors and an individual who does not hold a valid administrative license and who serves in an administrative, supervisory, or instructional leadership position shall develop a professional development plan. The school's annual report must include public personnel information documenting the professional development plan.

STANDARD 10 ANALYSIS

The School met this standard. Director DeBruyn is a licensed Principal K-12, license folder # 363795. Based on statute he is not required to have a professional development plan. Instead, his licensure requires regular professional development. Besides this, Mr. DeBruyn received extra training in FY2020-2021.

Standard 11	
The Board of Directors monitors the organization's adherence to school board policies.	
	0 = meeting minutes include no evidence of the board monitoring the organization's adherence to school board policies;
	1 = meeting minutes includes one or two examples of the board monitoring the organization's adherence to school board policies;
X	2 = meeting minutes include three or more examples of the board monitoring the organization's adherence to school board policies.
Data Source: Board Meeting Minutes, Interview	

STANDARD 11 ANALYSIS

The School met this standard. The School Board utilizes policies and monitors the application of policies in its work throughout the year. The Board’s agenda is robust, and it is apparent that the Board is attuned to policies that drive decision making and/or they review policies in order to make decisions for the School.

Specific instances where the Board addressed policy are:

August 20, 2020: “The fund balance remains very healthy and well within the requirements of the School’s Finance Policy.”

September 24, 2020: “Spectrum remains compliant with its bond covenants, as well as the fund balance requirement of its Finance Policy.”

February 25, 2021: The Board deliberated and approved the FY21 Employee Handbook to extend the payout of unused flex time at the end of the year to all positions that require a substitute in order for the employee to utilize their flex time.

Standard 12	
The Board of Directors complies with Federal data practices law and the Minnesota Data Practices Act (Minn. Stat. Chapter 13)*.	
	0 = Data practice policies are not fully in place;
	1 = Data practice policies are in place in accordance with state statute, but staff were not trained in Data Practices;
X	2 = Data practice policies are in place in accordance with state statute and staff are appropriately trained in Data Practices.
Data Source: Board minutes, VOA Visit Review	

* Minnesota Data Practices Act (Minn. Stat. Chapter 13), Minnesota Rules, Chapter 1205, Official Records Act (Minn. Stat., section 15.17), Records Management Statute (Minn. Stat., section 138.17), and FERPA and HIPPA laws. See https://mn.gov/admin/assets/dpintro_tcm36-309355.pptx , <https://mn.gov/admin/data-practices/data/types/education/>, Federal law for FERPA (<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>).

STANDARD 12 ANALYSIS

The School met this standard. The Board works to comply with the Minnesota Data Practices Act in several ways.

The school has the following data practices policies:

- 512 Data Practices Policy - Members of the Public
- 513 Data Practices Policy -- Data Subjects
- 517 Not Public Data Policy.pdf

The School Board ensures the school follows these requirements - student and employee privacy, readiness to respond to data requests, and is effective to separate the public from private information and data.

Delegated parties responsible for implementing policies are:

Responsible Authority: Tony Brunt, Board Secretary

Data Practices Compliance Official: Dan DeBruyn, Executive Director

Data Practices Designees:

- Mark Leland, High School
- Greg Heinecke, Middle School Principal
- Christy Siegel, Admissions/Office Manager 7/8 Grade
- Cathy Durkot, Office Manager 6th Grade
- Blake Mayes, Lead School Counselor
- Patty Jorris, Office Manager

The Board of Directors complies with the Minnesota Data Practices Act as confirmed by the Board Chair, Dave Lucas. The Board of Directors has an approved Data Practices Policy, which guides the work of the school (see example below). A schedule for policy review is in place. The Board ensures the school follows these requirements: - student and employee privacy, readiness to respond to data requests, and is effective separation of public from private information and data. The Board often receives direction on ensuring data privacy. In addition, staff members attend training on Data Practices provided by the Minnesota Department of Education.

Example: Excerpt from Spectrum’s Data Practices Policy – Members of the Public
 “HOW TO MAKE A DATA REQUEST

To look at data or request copies of data that Spectrum High School keeps, make a written request. Make your request for data to the appropriate individual listed in the Data Practices Contacts on page 3. You may make your request for data by using the data request form on page 5.

On the data request form, your request should include:

- that you, a member of the public, are making a request for data under the Government Data Practices Act, Minnesota Statutes, Chapter 13;
- whether you would like to look at the data, get copies of the data or both; and
- a clear description of the data you would like to inspect or have copied.”

As such, Administration will carry out the direction of the Board as provided in its Data Practices – Members of the Public Policy and all data requests require the completion of a data request form, determination as to whether the data requested is public and may be released, and if so, a log of data requests is kept on file and the requested information is sent.

Standard 13	
The Board of Directors provides ongoing oversight of school academic performance.	
	0 = less than half of the board meeting minutes or less include evidence of oversight of school academic performance;
	1 = at least half of the board meeting minutes include evidence of oversight of school academic performance;
X	2 = meeting minutes include evidence of regular oversight of school academic performance.
Data Source: Board Minutes	

STANDARD 13 ANALYSIS

The School met this standard. The School Board monitored academic performance at Board meetings regularly either as an agenda item or as part of the Director’s report. Examples include the school staff/administration provided an extensive review of academic data and curriculum/instruction strategies. The Board has presentations from the School Improvement Team/World’s Best Workforce Committee. The Board includes the school’s academic goals as a regular item in the monthly agenda. Evidence from the board minutes demonstrates regular oversight of school academic performance.

September 24, 2020:

- Spectrum Principals provided an in-depth and detailed accounting of the progress made on Spectrum’s hybrid Learning Model so far this fall. They acknowledged that Spectrum has come a long way in a very short period of time to deliver meaningful, impactful, and quality education for its students regardless of the learning model.

October 22, 2020:

- The Board reviewed the 2019-2020 Annual Report.
- Mr. DeBruyn presented the Executive Director’s Report a) updated the Board on the results of the survey that was sent to parents/guardians regarding their choice for 2nd quarter learning model. He reported on COVID cases data which may mean moving toward a full distance learning model. He described in detail what this would mean for the teaching staff and others, and the time necessary to prepare for such an event, if needed.

December 17, 2020:

- The Board approved the Revised Distance Learning Grading Policy as presented by Mr. DeBruyn after his presentation. "Given the circumstances, Spectrum administration is seeking the

flexibility, any time the school is implementing distance learning, to offer a no credit (NC) option for students, if determined to be appropriate by prior to the end of the semester. It is important to make a distinction between grading practices for individual assignments and the grading system used to determine the final grade. In distance learning, while the information is made available in a digital format and many supports are put into place, teachers have less opportunity to influence inputs. In distance learning, more variables enter into the equation, such as quality of access to the internet, student intrinsic motivation, student mental health, or other factors outside of school that can detract from the student's ability to complete their work in a timely and efficient manner. So, after thoughtful consideration and ongoing research, it is suggested that the policy be amended and override the current grading policy currently found in the Student/Family Handbook at the time of implementation."

February 25, 2021:

- Mr. DeBruyn updated the Board on the Learning Model and student numbers selecting in-person learning. Students in grades 7-12 who are not in-person are synchronous. Students in grade 6 who are not on campus are learning asynchronously. Mr. DeBruyn also updated the Board on an E-Learning Plan for 2021-2022 allows for up to 5 school days to be completed via e-learning due to inclement weather and be counted as school days. Teacher feedback will be sought and incorporated into the overall plan. This will be presented to the Board for consideration of approval and implementation beginning in FY22.

March 25, 2021:

- Mr. DeBruyn asked the Board on two areas addressed as a result of the Strategic Planning Committee meetings. The first has to do with pursuing trades/life skills programming and the other is an online [learning] program.
 - In order for the school to remain competitive with regard to enrollment and continue meeting the needs of our constituents, he recommended that the Board consider pursuing an online program. The planning process and implementation of an online program is lengthy and therefore he is not seeking to begin an online program before the 2022-2023 school year.
 - The Board discussed trades/life skills programming. There are opportunities available through PSEO and Spectrum should continue its focus on college prep.
 - The Board directed Mr. DeBruyn that he should begin the planning process of developing an online program for future enrollment options.
- Service-Learning Administrative Task Force: Ms. Jill Johnson, Coordinator of Curriculum and Instruction, presented the work on the Community Outreach/Service-Learning program. Spectrum has had to place a hold on its Community Outreach/Service-Learning program as a result of the pandemic. This delay provided opportunity to review and strategize on what has and hasn't been working well within the program since the inception of the school in 2006. Spectrum remains committed to improving and enriching the program, which offers a valuable element to student learning. In an intentional effort to expand the conversation to include the voices of all Spectrum stakeholders, a Community Outreach/Service-Learning Task Force is being planned to gather feedback. The first meeting will take place on Tuesday, April 6th, beginning at 7:00 p.m.

Following Ms. Johnson's presentation, the Board thanked her for her work and that it looks forward to an update on the outcomes of the task force work.

April 22, 2021:

- Learning Model Update. Mr. DeBruyn updated the Board on the current learning model in place. He shared that the COVID positive case numbers in Sherburne County are leveling off at around 80/10,000. He stated that staffing is currently challenging but remains manageable. He noted challenges. Mr. DeBruyn noted that MDE and/or the Governor have not yet made a decision regarding distance learning for the 2021-2022 school year. Spectrum is preparing for a possible continuation, but it is likely that a final decision will not be known until later this summer.
- Mr. DeBruyn updated the Board regarding the Online Learning Program and the need to move forward at a somewhat rapid speed in order to complete all of the necessary components and approvals in time for marketing the program for the 2022-2023 school year. A hire will be necessary to plan, execute, and oversee the program for which the FTE is already accounted for in the FY22 personnel costs. The E-Learning Plan was developed through a collaborative effort between the administration and the teaching staff. It is similar to the e-learning plan developed by many MN districts. This [program] is advantageous in the event of weather-related school cancellations so that instructional time is not lost nor the momentum in the classroom is slowed. Because state testing dates are set prior to the start of the school year, make-up days after testing can prove to be out of sync with the instructional process. Mr. DeBruyn stated that while e-Learning cannot replace the face-to-face time students have with their teachers, it can provide better continuity when school is interrupted.

May 19, 2021:

- FY22 Proposed Testing Schedule
- School Improvement Team/World's Best Workforce Committee Meeting Minutes – May 10, 2021, The SIT/WBWF Committee met on May 10, 2021, and reviewed the proposed revised Mission, Vision, and Belief Statement, which was a result of the Strategic Planning Process, led by Gail Gilman, Director of Strategic Planning and Board Leadership of the Minnesota School Board Association. Mr. DeBruyn shared that the Committee reviewed the results of the FY21 High School and Middle School Climate Survey Results. The surveys show much growth and improvement, especially in the area of School Counseling.
- The Board reviewed the proposed goals and objectives as recommended from the School Improvement Team/World's Best Workforce Committee minutes were presented.

June 24, 2021:

- FY21 Q-Comp Annual Report

Standard 14	
The school maintains a high level of parent, teacher and student satisfaction rates based on school conducted surveys and student/faculty retention rates.	
	0 = Less than two of three criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates;
	1 = Two of three criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates;
X	2 = All of the following criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates.
Data Source: Annual Report, Board Minutes, School data, Interview	

STANDARD 14 ANALYSIS

The School met this standard.

The school maintains high satisfaction or retention rates as evidenced by the most recent data from the annual report. Twenty-two questions were asked in the survey. The satisfaction rate for all parents, as measured by the annual survey will be above 85% or better. The 2020-2021 Parent Satisfaction survey result was over 85% for the three survey questions most closely related to this item.

- 3. Spectrum uses effective instructional programs, practices, and interventions to help my student(s). 84% strongly agree/agree
- 4. The climate of the school building (where my student attends) is conducive to teachers being able to teach and students being able to learn. 88.5% strongly agree/agree
- 8. Spectrum does an excellent job of educating my student(s). 89% strongly agree/agree
- 16. In general, I am satisfied with the quality of education provided by Spectrum. 92% strongly agree/agree

Student retention rate of 89% (631/712).

Faculty Retention Rate from the 2020-2021 to the 2021-2022 School Year was 93%.

Section 3: Board Documentation and Communications

Standard 15	
Board documents are distributed to all board members at least 3 days prior to a board meeting.	
	0 = Board documents were not distributed to all board members three or more times;
	1 = the board documents were not distributed to all board members one or two times;
X	2 = the board documents were distributed to all board members at least 3 days prior to each board meeting.
Data Source: Monthly Board Minute Review Logs, Board chair statement	

STANDARD 15 ANALYSIS

The School met this standard. VOA meeting minute logs confirm that the school has regularly adhered to providing information 3 days in advance of board meetings.

Standard 16	
The Board of Directors maintains a Board Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements; and statutory requirements for posting board related information on the school's website*.	
	0 = information is incomplete in the binder or on the school's website;
	1 = complete information is available both in a binder and on the school's website but there are 1-2 incidents of incomplete information;
X	2 = a complete Board Documents Binder is kept includes meeting minutes, bylaws and articles of incorporation and financial statements; and the school's website includes the statutory requirements for posting board-related information.
Data Source: School Website	

STANDARD 16 ANALYSIS

The School met this standard. The School Board has a Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements and is located in the school office records room for public access and all board members have digital access to it. Board documents can also be found at the school's Web site at: <https://www.spectrumhighschool.org/board-of-directors>.

The Spectrum High School Board has a Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements and is located in the school office records room, for public access. All board members and the Director have digital access to these.

Statutory Requirement	Link
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i> : (1) the meeting minutes of the board of directors and of members and committees having board-delegated authority, for at least 365 days from the date of publication;	As of December 13, 2021, the last minutes posted were from October 28, 2021

Statutory Requirement	Link
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i> : (2) directory information for the board of directors and for the members of committees having board-delegated authority;	Yes: https://www.spectrumhighschool.org/board-of-directors/current-board-members
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i> : (3) identifying and contact information for the school's authorizer.	School's authorizer: Found at the bottom of every page.
124E.11 Subd. 3 (b) The charter school must develop and publish, including on its <i>Web site</i> , a lottery policy and process that it must use when accepting pupils by lot.	https://campussuite-storage.s3.amazonaws.com/prod/1558765/baa23bfc-8b6c-11e9-a877-12b44ef01e22/1942657/7a4b0552-91b6-11e9-bef9-12e61aa817fa/file/SHSAdmissionsandEnrollmentPolicy.pdf An interpretation of this statute may call for a named lottery policy that meets all requirements.
124E.13 Subd. 3. (b) (3) post on the school <i>Web site</i> the name, mailing address, bylaws, minutes of board meetings, and names of the current board of directors of the affiliated nonprofit building corporation	https://www.spectrumhighschool.org/about-us/spectrum-building-company-board-of-directors
124E.16 Subd. 2. Annual public reports. (a).... A charter school must post the annual report on the school's official <i>Web site</i> .	From: https://www.spectrumhighschool.org/board-of-directors/index https://www.spectrumhighschool.org/board-of-directors/files/documents/Annual-Report/20-21_Spectrum_Annual_and_WBWF_Report-FINAL.pdf
World's Best Workforce Report	https://www.spectrumhighschool.org/board-of-directors/files/documents/Annual-Report/20-21_Spectrum_Annual_and_WBWF_Report-FINAL.pdf

Statutory Requirement	Link
<p>124E.12 (b) A charter school board or a cooperative of teachers that provides group health insurance coverage must establish and publish on its <i>Web site</i> the policy for purchasing group health insurance coverage. A charter school board policy must include a sealed proposal process, which requires all proposals to be opened at the same time. Upon opening the proposals according to the school or cooperative policy, the proposals become public data under chapter 13.</p>	<p>https://www.spectrumhighschool.org/board-of-directors/files/documents/approved-board-policies/300-series/Group%20Health%20Insurance%20Coverage%20Policy.pdf</p>

Standard 17	
The board has a policy review calendar and reviews and updates its policies as needed or required by state law.	
	0 = Board does not have a calendar/plan for policy review and/or reviews policies at half or fewer of the regular meetings;
	1 = the board has a policy review calendar/plan and reviews policies at half or fewer of the regular board meetings;
X	2 = the board has a thorough policy review calendar/plan and review policies as a regular component of regular board meetings.
Data Source: SCHOOL Website, Annual Report, Board Minute Review Log, Board Minutes, VOA Visit Review, Governance Committee Minutes, Interview	

STANDARD 17 ANALYSIS

The School met this standard. Evidence includes the fact that the School Board identifies yearly policies for review on the Spectrum High School Board Calendar. Board minutes reflect policies reviewed and/or approved at the following meetings.

- July 23, 2020: Amended Employee Tuition Reimbursement Policy
 - Amended Admissions and Enrollment Policy
 - The Board reviewed collectively the Conflict of Interest Policy.
- September 20, 2020: Amended Executive Director Performance Evaluation Policy Procedure, and Timeline
- October 22, 2020: Amended Data Practices Policy – Data Subjects
 - Amended Data Practices Policy – Members of the Public
- December 17, 2020: Amended Employee Tuition Reimbursement Policy
 - Approved the Revised Distance Learning Grading Policy as presented.
 - Approved the Student Scholarship Procurement and Distribution Policy as presented.
- February 25, 2021: Mr. DeBruyn shared that he is recommending that the language in the FY21 Employee Handbook with regard to the payout of unused flex time at the end of the year be extended to all positions that require a substitute in order for the employee to utilize their flex time. Currently, only teaching staff are afforded this benefit. Following discussion, on a motion duly made and seconded, Reed/Sagstetter, the Spectrum Board of Directors unanimously approved to modify the current policy regarding payout of flex time in the 2020- 2021 Employee Handbook as noted above. This revised policy will become effective immediately and is intended to apply to current and future years unless otherwise noted and/or changed."

- April 22, 2021: Approved the Fundraising Policy as presented
 - Approved the Longevity Pay Policy as presented.
- June 24, 2021: Annual Approval of Pledge of Allegiance Policy
 - Revised Employee Training and Development Policy

**VOA GOVERNANCE REPORT FOR
TESFA/TWIN LAKES STEM ACADEMY**

(Reflecting the time period from July 1, 2020 – June 30, 2021.)

School: Tesfa International School/Twin Lakes STEM Academy
Address: 1555 40th Avenue NE
Columbia Heights, MN 55421

Phone: (651) 717-4844

Website: <https://tesfainternationalschool.org/>

Director: Jonas Beugen (Executive Director)

Email: Jonas.beugen@tesfainternationalschool.org

Phone: (651) 717-4844

Board Chair: Patrick Exner

Email: patrick.exner@tesfainternationalschool.org

Phone: (651) 717-4844

Section 1: Board Structure and Development

Standard 1	
The Board of Directors met its governance model requirements laid out in its bylaws and membership requirements as required by Minnesota Statute*.	
	0 = Board structure does not meet bylaws and/or state statute;
	1 = Board did not meet requirements for the entire fiscal year;
X	2 = Board structure meets bylaws and state statute.
Data Source: Annual report, School Web site, Bylaws	

STANDARD 1 ANALYSIS

The School met this standard. The Board met statutory requirements.

An FY2021 Board Table is found on the Website at <https://tesfainternationalschool.org/school-Board/> and the table below is from the Annual Report on page #6.

Name	Board Position	Group Affiliation (if teacher, file folder #)	Date Elected or Appointed	Date Seated	Term Expiration or resignation	E-Mail Address
Patrick Exner	Board Chair	Community Member	May 2020	June 2020	June 2022	Patrick.exner@tesfainternationalschool.org
Abigail Hendricks	Vice Chair	Teacher	May 2018	June 2018	June 2021	Abby.hendricks@tesfainternationalschool.org
Al-Qudah	Beth	Parent	May 2020	June 2020	June 2022	alqudah@tesfainternationalschool.org
Elizabeth Robertson	Board Member	Teacher	May 2018	June 2018	June 2021	elizabeth.robertson@tesfainternationalschool.org
Amir Orandi	Board Member	Parent	May 2018	June 2018	June 2021	Amir.Orandi@tesfainternationalschool.org
John Groenke	Board Member	Community Member	May 2018	June 2018	June 2021	John.groenke@tesfainternationalschool.org
Mohamed Selim	Board Member	Community Member	December 2019	December 2019	June 2022	mohamed.selim@tesfainternationalschool.org
Jonas Beugen	Executive Director Ex-Officio	Ex-Officio Staff				jonas.beugen@tesfainternationalschool.org

Standard 2	
The Board of Directors has the necessary knowledge to carry out the responsibilities contained in Minn Stat 124E.07, Subd. 6. (Duties), including knowledge in finance/budget, policy/legal, personnel/employment, and education.	
	0 = The Board does not have a plan to ensure Board members have the necessary knowledge;
	1 = the Board has a partial plan to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education;
X	2 = the Board has a thorough plan to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education.
Data Source: Board Development and/or Board Training Plan and/or Training Table or Calendar, Board Development Committee minutes, Board minutes, Annual report, School website	

STANDARD 2 ANALYSIS

The School met this standard. The Board has used MSBA comprehensive training resources so that all of the Board members receive the same, in-depth Board training.

Standard 3	
The Board adheres to an orientation process for bringing on new members.	
	0 = The Board does not have a membership orientation process for new Board members;
	1 = the Board has a process for the orientation of new Board members, but it is not consistently followed;
X	2 = the Board adheres to a thorough process for the orientation of new Board members.
Data Source: Board Minutes, Interview, Board Development Plan and/or Board Training Plan, Interview	

STANDARD 3 ANALYSIS

The School met this standard.

Jonas Beugen provided the one new Board member with comprehensive orientation and training in the topics of finance and governance, especially as those topics relate to TESFA.

Standard 4	
The Board of Directors complies with initial and ongoing training requirements set forth in Minn. Stat 124E.07, Subd 7 (Training): governance, financial, and employment policies and practices.	
	0 = More than one Board member did not fully comply with Minnesota law regarding Board training requirements;
	1 = one Board member did not fully comply with Minnesota law regarding Board training requirements and was removed;
X	2 = all Board members comply with Minnesota law regarding Board training requirements.
Data Source: Annual report, School website, Board minutes and documents	

STANDARD 4 ANALYSIS

The School met this standard.

The 2020-2021 Annual Report presented initial training completed by all Board members who served in 2020-2021 on page #7. These training sessions satisfied the initial training of Board members.

FY21 Initial Board Training Report from the FY21 Annual Report, page 7, follows:

**REQUIRED STATUTORY TRAINING
COMPLETED BY SEATED BOARD MEMBERS**

Board Member Name	Governance Basic Training Completed	Finance Basic Training Completed	Employment Basic Training Completed	Dates, locations and trainers
Patrick Exner	X	X	X	MNSBA August 2018
Abigail Hendricks	X	X	X	MNSBA August 2018
Mohamed Selim	X	X	X	MNSBA Fall 2020 on-line
Amir Orandi	X	X	X	MNSBA August 2018
John Groenke	X	X	X	MNSBA Fall 2020
Beth Al-Qudah	X	X	X	MNSBA Fall 2020 on-line
Elizabeth Robertsob	X	X	X	VOA Conference January 2020

Name	Board Position	Group Affiliation (if teacher, file folder #)	Date Elected or Appointed	Date Seated	Term Expiration or resignation	E-Mail Address
Patrick Exner	Board Chair	Community Member	May 2020	June 2020	June 2022	Patrick.exner@tesfainternationalschool.org
Abigail Hendricks	Vice Chair	Teacher	May 2018	June 2018	June 2021	Abby.hendricks@tesfainternationalschool.org
Al-Qudah	Beth	Parent	May 2020	June 2020	June 2022	alqudah@tesfainternationalschool.org
Elizabeth Robertson	Board Member	Teacher	May 2018	June 2018	June 2021	elizabeth.robertson@tesfainternationalschool.org
Amir Orandi	Board Member	Parent	May 2018	June 2018	June 2021	Amir.Orandi@tesfainternationalschool.org
John Groenke	Board Member	Community Member	May 2018	June 2018	June 2021	John.groenke@tesfainternationalschool.org
Mohamed Selim	Board Member	Community Member	December 2019	December 2019	June 2022	mohamed.selim@tesfainternationalschool.org
Jonas Beugen	Executive Director Ex-Officio	Ex-Officio Staff				jonas.beugen@tesfainternationalschool.org

Elizabeth Robertson was replaced by Megan Kufahl on July 1, 2020, and remained on the board for the entire fiscal year. Beth Al-Qudah also started in July of 2020.

Beth Al-Qudah and Megan Kufahl attended the fall 2020 online training and met the requirements. John Groenke and Mohamed Selim also attended this training which met their ongoing training requirements. Pat Exner, Abigail Hendrix, and Amir Orandi attended board finance training during board meetings – according to Jonas Beugen, these trainings were during the September 21, 2020, board meeting. Thereby all board members met training requirements.

Standard 5	
The Board of Directors completes a self-evaluation each year.	
	0 = The Board did not complete a self-evaluation;
X	1 = the Board completes informal self-evaluations during one or more Board meeting(s);
	2 = the Board completes a formal self-evaluation each year.
Data Source: Board Minutes, Board Development Committee minutes	

STANDARD 5 ANALYSIS

The School partially met this standard. An informal self-evaluation was completed during the May 17, 2021, Board meeting.

Section 2: Board Practices

Standard 6	
The Board of Directors will comply with MN Open Meeting Law, Chapter 13D, and maintains a quorum for all Board meetings.	
	0 = The Board has 2 or more infractions of MN Open Meeting Law;
	1 = the Board has 1 infraction of MN Open Meeting Law;
X	2 = the Board has no infractions of MN Open Meeting Law.
Data Source: Monthly Logs of Meeting Minutes, Meeting Minutes, Interview	

STANDARD 6 ANALYSIS

The School met this standard. The Board Chair stated that the Board is diligent to follow open meeting law requirements. Monthly logs of school Board meeting minutes provided evidence that the school maintained a quorum for scheduled Board meetings.

Standard 7	
The Board regularly reviews, updates, and approves its bylaws. The bylaws are consistent with state law.	
	0 = Bylaws are inconsistent with state statute;
	1 = bylaws are consistent with state statute but have not been reviewed regularly;
X	2 = bylaws are consistent with state law and the Board reviews them regularly.
Data Source: School’s website, Board minutes, Bylaws, Interview	

STANDARD 7 ANALYSIS

The School met this standard.

The Board Chair stated that their bylaws are up to date and consistent with state law. The Board member has a binder and digital version of bylaws and the school office binder contains the bylaws.

The Board reviewed the bylaws related to elections during the March 2021 Board Meeting.

Bylaws can be found online at <https://tesfainternationalschool.files.wordpress.com/2015/02/tesfa-bylaws.pdf>

Standard 8	
The Board of Directors adheres to Board member election requirements set forth by state statute*.	
	0 = Election requirements were not met;
X	2 = all requirements were met.
Data Source: Board Minutes, Bylaws, Board Policies, Interview	

STANDARD 8 ANALYSIS

The School met this standard.

The Board Election was announced for May 25, 2021, during the April 19, 2021, Board meeting. Early voting started on May 20.

Minnesota Statutes 124E.07 Subdivision 2 Requirements	Evidence
According to, the ongoing Board must be elected before the school completes its third year of operation.	Yes
The Board elections must be held during the school year but may not be conducted on days when the school is closed.	Election date and day(s): May 25, 2021 The school was in session.
A charter school must notify eligible voters of the school Board election dates at least 30 days before the election.	Date of notice: April 19, 2021 Date of election: May 25, 2021 Notice was at least 30 days before the election. YES
Staff members employed at the school, members of the Board of directors, and all parents or legal guardians of children enrolled in the school are eligible voters.	The Board Chair confirmed that eligible voters were notified and encouraged to vote.

Standard 9	
The Board conducts an annual evaluation (including all aspects of the position description) of the performance of the school leader through a defined annual evaluation process.	
	0 = The Board did not complete an annual evaluation of the school leader;
	1 = the Board completed an evaluation of the school leader but not on all aspects of the job description;
X	2 = the Board completed a formal evaluation of the school leader including all aspects of the job description.
Data Source: Annual Report, Board Minutes, Committee Minutes, Board documentation	

STANDARD 9 ANALYSIS

The School met this standard.

The evaluation of the school leader was reported during the June 14, 2021, Board Meeting.

Description of evaluation from the FY21 Annual Report: The Executive Director’s job performance is monitored systematically against the job expectations. Reasonable progress must be made toward the accomplishment of the Board’s policies, annual objectives and goals, and the school’s organizational operation.

A. The Board of Directors monitors the Executive Director’s job performance by one or more of two methods:

I. By Board evaluation, in which the Board of Directors evaluates each of the Executives Director’s objectives and annual goals.

II. By self-evaluations in which the Executive Director evaluates himself/herself according to each of the objectives and annual goals.

B. The Board presented an annual written evaluation to the Director during a closed Board in the May 2020 Board Meeting prior to renewing their annual contract.

Standard 10	
The Board has a Board-approved professional development plan for the school director (if applicable as required by Minn. Stat. 124E.12, Subd. 2*).	
	0 = A professional development plans for the non-licensed individual(s) was not documented in the school's annual report;
X	2 = a professional development plan for the non-licensed individual(s) was documented in the school's annual report or the school's director holds an administrative license.
Data Source: Annual Report, Board minutes, Board chair communication.	

* Minn. Stat. 124E.12, Subd. 2*(b) The Board of directors and an individual who does not hold a valid administrative license and who serves in an administrative, supervisory, or instructional leadership position shall develop a professional development plan. The school's annual report must include public personnel information documenting the professional development plan.

STANDARD 10 ANALYSIS

The School met this standard.

Executive Director Beugen is a licensed Superintendent, license folder # 355690. Based on statute he is not required to have a professional development plan. Instead, his license requires regular professional development.

Standard 11	
The Board of Directors monitors the organization's adherence to school Board policies.	
	0 = Meeting minutes include no evidence of the Board monitoring the organization's adherence to school Board policies;
	1 = meeting minutes includes one or two examples of the Board monitoring the organization's adherence to school Board policies;
X	2 = meeting minutes include three or more examples of the Board monitoring the organization's adherence to school Board policies.
Data Source: Board Meeting Minutes, Interview	

STANDARD 11 ANALYSIS

The School met this standard.

The School Board utilizes policies and monitors the application of policies in its work throughout the year. Examples include:

- Examining Board policy related to Board membership and committees.
- Reviewing Board member training requirements and Board member roles and responsibilities.
- Monitoring compliance to bylaws, open meeting law, and other statutes
- Monitoring evaluation of leadership.
- Monitoring the World’s Best Workforce compliance.

At the January 2021 Board Meeting, the Board adopted the Group Health Insurance policy.

At the March 2021 Board Meeting, the Board reviewed 220 Board Self Evaluation, 420 Infectious Disease, 709 Student Transportation, 700 Fund Balance, 790 Check Signer, 807 Health and Safety.

At the May 2021 Board Meeting, the Board reviewed the transportation policy.

Standard 12	
The Board of Directors complies with Federal data practices law and the Minnesota Data Practices Act (Minn. Stat. Chapter 13)*.	
	0 = Data practice policies are not fully in place;
	1 = Data practice policies are in place in accordance with state statute but staff were not trained in Data Practices;
X	2 = Data practice policies are in place in accordance with state statute and staff are appropriately trained in Data Practices.
Data Source: Board minutes, VOA Visit Review	

* Minnesota Data Practices Act (Minn. Stat. Chapter 13), Minnesota Rules, Chapter 1205, Official Records Act (Minn. Stat., section 15.17), Records Management Statute (Minn. Stat., section 138.17), and FERPA and HIPPA laws. See https://mn.gov/admin/assets/dpintro_tcm36-309355.pptx , <https://mn.gov/admin/data-practices/data/types/education/>, Federal law for FERPA (<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>).

STANDARD 12 ANALYSIS

The School met this standard.

The Board works to comply with the Minnesota Data Practices Act in several ways.

The school has the following data practices policies:

- 406 Public and Private Personnel Data 2014
- 515 Protection Privacy Pupil Records 2015.

Together these guide TIS to comply with Minnesota and Federal data practices requirements. A schedule for policy review is in place. The School Board ensures the school follows these requirements - student and employee privacy, readiness to respond to data requests, and is effective to separate the public from private information and data.

Jonas Beugen is the Responsible Authority.

Elena Hanson is the Designee.

Patrick Exner is the Compliance Official.

Standard 13	
The Board of Directors provides ongoing oversight of school academic performance.	
	0 = less than half of the Board meeting minutes or less include evidence of oversight of school academic performance;
	1 = at least half of the Board meeting minutes include evidence of oversight of school academic performance;
X	2 = meeting minutes include evidence of regular oversight of school academic performance.
Data Source: Board Minutes	

STANDARD 13 ANALYSIS

The School met this standard.

The School Board monitored academic performance at Board meetings regularly either as an agenda item or as part of the Director’s report.

At the September 2020 Board Meeting, the Board reviewed Phase 2 on Oct. 5

At the October 2020 Board Meeting, the Board reviewed the Full distance learning plan, Nov 30-Jan 8, and approved the Annual Report.

At the November 2020 Board Meeting, the Board approved the 2019-2020 Annual Report and World’s Best Workforce Report. Discussed the Learning Model Update - Distance Learning for November 30 - January 8 and reviewed "Teacher Observation, Evaluation and Coaching Plan and Progress"

Standard 14	
The school maintains a high level of parent, teacher and student satisfaction rates based on school conducted surveys and student/faculty retention rates.	
	0 = Less than two of three criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates;
X	1 = Two of three criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates;
	2 = All of the following criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates.
Data Source: Annual Report, Board Minutes, School data, Interview	

STANDARD 14 ANALYSIS

The School partially met this standard.

The School Director confirmed the following School results.

Teacher Retention: The rate was 92.8% or 13/14 returned.

Student Retention: 88/130 or 68% students returned.

Parent Satisfaction: 94% agree or strongly agree they were satisfied.

Section 3: Board Documentation and Communications

Standard 15	
Board documents are distributed to all Board members at least 3 days prior to a Board meeting.	
	0 = Board documents were not distributed to all Board members three or more times;
	1 = the Board documents were not distributed to all Board members one or two times;
X	2 = the Board documents were distributed to all Board members at least 3 days prior to each Board meeting.
Data Source: Monthly Board Minute Review Logs, Board chair statement	

STANDARD 15 ANALYSIS

The School met this standard. The School Director confirmed that all packets were delivered to Board members three days in advance.

Standard 16	
The Board of Directors maintains a Board Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements; and statutory requirements for posting Board related information on the school's website*.	
	0 = information is incomplete in the binder or on the school's website;
	1 = information is available both in a binder and on the school's website but there are 1-2 incidents of incomplete information;
X	2 = a complete Board Documents Binder is kept includes meeting minutes, bylaws and articles of incorporation and financial statements; and the school's website includes the statutory requirements for posting Board-related information.
Data Source: School Website	

STANDARD 16 ANALYSIS

The School met this standard.

The School Board has a Documents Binder which includes meeting minutes, bylaws, articles of incorporation, and financial statements and is located in the school office records room for public access and all Board members have digital access to it. Board documents can also be found at the school's Web site at: <https://tesfainternationalschool.org/school-Board/policies/>

Statutory Requirement	Link
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i> : (1) the meeting minutes of the Board of directors and of members and committees having Board-delegated authority, for at least 365 days from the date of publication;	The meeting minutes: https://www.twinlakesacademy.com/school-Board/Board/
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i> : (2) directory information for the Board of directors and for the members of committees having Board-delegated authority;	https://www.twinlakesacademy.com/school-Board/
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i> : (3) identifying and contact information for the school's authorizer.	https://www.twinlakesacademy.com/about/authorizer/
124E.11 Subd. 3 (b) The charter school must develop and publish, including on its <i>Web site</i> , a lottery policy and process that it must use when accepting pupils by lot.	https://www.twinlakesacademy.com/wp-content/uploads/2015/02/591-admissions-policy.pdf

Statutory Requirement	Link
124E.13 Subd. 3. (b) (3) post on the school <i>Web site</i> the name, mailing address, bylaws, minutes of Board meetings, and names of the current Board of directors of the affiliated nonprofit building corporation	No building corporation.
124E.16 Subd. 2. Annual public reports. (a)... A charter school must post the annual report on the school's official <i>Web site</i> .	https://www.twinlakesacademy.com/wp-content/uploads/2021/11/TLS-A-20-21-Annual-Report-1.pdf
World's Best Workforce Report	https://www.twinlakesacademy.com/wp-content/uploads/2021/11/TLS-A-20-21-Annual-Report-1.pdf
124E.12 (b) A charter school Board or a cooperative of teachers that provides group health insurance coverage must establish and publish on its Web site the policy for purchasing group health insurance coverage. A charter school Board policy must include a sealed proposal process, which requires all proposals to be opened at the same time. Upon opening the proposals according to the school or cooperative policy, the proposals become public data under chapter 13.	https://www.twinlakesacademy.com/school-Board/policies/

Standard 17	
The Board has a policy review calendar and reviews and updates its policies as needed or required by state law.	
	0 = Board does not have a calendar/plan for policy review and/or reviews policies at half or fewer of the regular meetings;
	1 = the Board has a policy review calendar/plan and reviews policies at half or fewer of the regular Board meetings;
X	2 = the Board has a thorough policy review calendar/plan and review policies as a regular component of regular Board meetings.
Data Source: SCHOOL Website, Annual Report, Board Minute Review Log, Board Minutes, VOA Visit Review, Governance Committee Minutes, Interview	

School policies website: <https://tesfainternationalschool.org/school-Board/policies/>

STANDARD 17 ANALYSIS

The School met this standard.

The School Board prepared a plan to review school policies. During the rest of the school year, the Board reviewed 6 policies.

At the January 2021 Board Meeting, the Board reviewed the Policy Review Calendar.

At the March 2021 Board Meeting, the Board reviewed the following policies: 220 Board Self Evaluation, 420 Infectious Disease, 709 Student Transportation, 700 Fund Balance, 790 Check Signer, and 807 Health and Safety.

At the April 2021 Board Meeting, the Board reviewed the following policies: 220 Board Self Evaluation, 420 Infectious Disease, and 709 Student Transportation.

At the May 2021 Board Meeting, the Board reviewed the transportation policy.

**VOA GOVERNANCE REPORT FOR
TREKNORTH**

(Reflecting the time period from July 1, 2020 – June 30, 2021.)

School: TrekNorth

Address: 2400 Pine Ridge Ave. NW

Bemidji, MN 56601

Phone: (218) 444-1888

Web site: <http://www.treknorth.org/html/Board.html>

Director: Kristin Gustafson

Email: kgustafson@treknorth.org

Phone: (218) 444-1888

Board Chair: Bruce Banta

Email: bbanta@treknorth.org

Phone: (218) 444-1888

Section 1: Board Structure and Development

Standard 1	
The Board of Directors met its governance model requirements laid out in its bylaws and membership requirements as required by Minnesota Statute*.	
	0 = The Board structure does not meet bylaws and/or state statute;
	1 = the Board did not meet requirements for the entire fiscal year;
X	2 = the Board structure meets bylaws and state statute.
Data Source: Annual report, School Web site, Bylaws	

STANDARD 1 ANALYSIS

The School met this standard.

An FY2021 Board Table is found on the website at <https://www.treknorth.org/html/Board.html> and the roster table below is from the FY21 Annual Report on page #10.

FY21 Board Roster of all Board Members during FY21 (July 1, 2020 – June 30, 2021).

School Board Membership and Attendance 2020-2021

Name	Board Position	Group Affiliation (if teacher, file folder #)	Date Elected	Date Seated	Term Expiration	Phone Number	E-Mail Address	Member Meeting Attendance Rate (percent)
Dave Vanengelenhoven	Board Chair	Parent	June 2017	August 2017	June 2023	218-444-1888	dvanengelenhoven@treknorth.org	80
Lynn Boyer	Vice Chair/ Treasurer	Community Member	June 2019	August 2019	June 2023	218-444-1888	lboyer@treknorth.org	70
Lydia Pietruszewski	Member	Parent	Filled Vacancy	April 2020	June 2022	218-444-1888	lpietruszewski@treknorth.org	90
Tami Worner	Member	Teacher	June 2020	August 2020	June 2023	218-444-1888	tworner@treknorth.org	100
Tara King	Member	Teacher	Filled Vacancy	June 2020	June 2022	218-444-1888	tking@treknorth.org	89
Lisa Fisher	Member	Teacher	June 2019	August 2019	June 2022	218-444-1888	lfisher@treknorth.org	100
Chance Adams	Member	Teacher	Filled Vacancy	October 2014	June 2022	218-444-1888	cadams@treknorth.org	100
Matthew "Dave" Lavrenz	Member	Teacher	Filled Vacancy	September 2018	June 2023	218-444-1888	dlavrenz@treknorth.org	80
Jennifer Dunham	Member	Parent	August 2020	August 2020	June 2023	218-444-1888	jdunham@treknorth.org	90

Standard 2	
The Board of Directors has the necessary knowledge to carry out the responsibilities contained in Minn Stat 124E.07, Subd. 6. (Duties), including knowledge in finance/budget, policy/legal, personnel/employment, and education.	
	0 = The Board does not have a plan to ensure Board members have the necessary knowledge;
	1 = the Board has a partial plan to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education;
X	2 = the Board has a thorough plan to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education.
Data Source: Board Development and/or Board Training Plan and/or Training Table or Calendar, Board Development Committee minutes, Board minutes, Annual report, School website	

STANDARD 2 ANALYSIS

The School met this standard.

The TrekNorth FY21 Annual Report has a comprehensive Board development plan and calendar on pages 12 to 13. This addresses policies, committees, committee work, community linkages, Board training, and strategic plan.

Board Development and Monitoring Calendar 2020-2021

Month	Activity	Policy Type	Policy Title/Description
July	No Meeting		First Month of the Fiscal Year
August			
	<i>Informational</i>		Financial update- Year End
	<i>Monitoring</i>	Exec. Director Limitations	I. Global Limitations Monitoring Policy E: Emergency Succession (DR)
	<i>Monitoring</i>		Report on AP and State Testing
	<i>Action</i>		Approve Signatures, New Contracts, Special Ed. Director, Designate Newspaper, Bank Electronic Transfer, New Members & Officers Officially Begin Term
September			
	<i>Informational</i>		Enrollment Report
	<i>Action</i>		Annual Report
October			
	<i>Informational</i>		Review Board/Staff Relationship Policies
	<i>Monitoring</i>	Exec. Director Limitations	Policy A: Treatment of Students, Parents, and Community (DR) Policy B: Treatment of Staff (DR)
November			
	<i>Monitoring</i>	Exec. Director Limitations	Policy D: Financial Conditions/Auditor Report (ER) Policy F: Protection of Assets (DR)
	<i>Monitoring</i>	Governance Process	Policy G: Board Committee Principles Policy I: Nominations and Elections
December	No Meeting		
January			
	<i>Action</i>		Appoint Director Evaluation Committee Establish Election committee

	<i>Monitoring</i>	Governance Process	II. Global Governance Commitment Policy A: Governance style Policy B: Board Job Description
February			
	<i>Monitoring</i>	Governance Process	Policy C: Agenda Planning Policy D: Board Chair's Role Policy E: Board Member Code of Conduct
	<i>Monitoring</i>	Exec. Director Limitations	Policy D: Financial Condition (DR)
	<i>Informational</i>		Enrollment Report
March			
	<i>Action</i>		Election committee - solicit recommendations for nominations for board positions. Initiate process of evaluating Executive Director performance
April			
	<i>Action</i>		Mail out ballots and information on board nominees to all eligible voters Formal Director evaluation finalize
	<i>Monitoring</i>	Exec. Director Limitations	Policy H: Communication and Support to Board (BR)
May			
	<i>Action</i>		Review: Articles of Incorporation, (BR) By-Laws (BR)
	<i>Informational</i>		Financial Update- Preliminary Budget
	<i>Monitoring</i>	Board-Ex Director Linkage	Policy III: Global Governance Management Connection Policy A: Unity of Control Policy B: Accountability of the Executive Director Policy C: Delegation to the Executive Director Policy D: Monitoring Executive Director Performance
June			
	<i>Action</i>		-Certify election results -Board Members elect, by majority vote, Board Officers -Schedule new Board Member Orientation/training requirements -Parent Satisfaction Results

Standard 3	
The Board adheres to an orientation process for bringing on new members.	
	0 = The Board does not have a membership orientation process for new Board members;
	1 = the Board has a process for the orientation of new Board members, but it is not consistently followed;
X	2 = the Board adheres to a thorough process for the orientation of new Board members.
Data Source: Board Minutes, Interview, Board Development Plan and/or Board Training Plan, Interview	

STANDARD 3 ANALYSIS

The School met this standard.

The School Board institutes and follows an orientation process for bringing on new members. The Board follows a plan to orient new Board members prior to planned Board training sessions.

Standard 4	
The Board of Directors complies with initial and ongoing training requirements set forth in Minn. Stat 124E.07, Subd 7 (Training): governance, financial, and employment policies and practices.	
	0 = More than one Board member did not fully comply with Minnesota law regarding Board training requirements;
	1 = one Board member did not fully comply with Minnesota law regarding Board training requirements and was removed;
X	2 = all Board members comply with Minnesota law regarding Board training requirements
Data Source: Annual report, School website, Board minutes and documents	

STANDARD 4 ANALYSIS

The School met this standard.

TrekNorth provided documentation of required training in its FY21 annual report starting on page 11.

FY21 Combined Initial Board Training and On-Going Annual Training Report

Required Statutory Training Completed by Members

Member	TERM	Date First Seated	Initial Board Training- Governance	Initial Board Training- Finance	Initial Board Training- Employment	Ongoing Training
Dave Vanengelenhoven	2017-2023	June 2017	Topic: Governance Trainer: MACS Date: 10.2017	Topic: Finance Trainer: MACS Date: 10.2017	Topic: Employment Trainer: MACS Date: 10.2017	Topic: Policy Governance Trainer: Out of the Woods Consulting Date: 09.12.2017 Topic: Data Practices Trainer: Dave Lavrenz Date: 04.2019, 3.2020, 3.2021
Chance Adams	2017-2022*	October 2014	Topic: Governance Trainer: MACS Date: 05.2015	Topic: Finance Trainer: MACS Date: 05.2015	Topic: Employment Trainer: MACS Date: 05.2015	Topic: Policy Governance Trainer: Out of the Woods Consulting Date: 8.2016, 9.2016, 10.2016, 11.2016, 02.2017, 07.08.2017 Topic: Data Practices, Finance Trainer: Dave Lavrenz Date: 04.2019, 3.2020, 3.2021
Jennifer Dunham	2020-2023	August 2020	Topic: Governance Trainer: MACS Date: 11.2020	Topic: Finance Trainer: MACS Date: 10.2020	Topic: Employment Trainer: MACS Date: 10.2020	Topic: Data Practices, Finance Trainer: Dave Lavrenz Date: 03.2021

Lydia Pietruszewski	2020-2023	April 2020	Topic: Governance Trainer: MACS Date: 9.16.20	Topic: Finance Trainer: MACS Date: 9.22.20	Topic: Employment Trainer: MACS Date: 9.23.20	Topic: Data Practices, Finance Trainer: Dave Lavrenz Date: 03.2021
Matthew "Dave" Lavrenz	2018-2023*	September 2018	Topic: Governance Trainer: MACS Date: 11.2015	Topic: Finance Trainer: MACS Date: 11.2015	Topic: Employment Trainer: MACS Date: 11.2015	Topic: Data Practices, Finance Trainer: Dave Lavrenz Date: 04.2019, 3.2020, 3.2021 Topic: Policy Governance Trainer: Out of the Woods Consulting Date: 09.10.19
Tara King	2020-2022	September 2020	Topic: Governance Trainer: MACS Date: 09.2020	Topic: Finance Trainer: MACS Date: 09.2020	Topic: Employment Trainer: MACS Date: 09.2020	Topic: Data Practices, Finance Trainer: Dave Lavrenz Date: 3.2021
Tamara Worner	2020-2023	September 2020	Topic: Governance Trainer: MACS Date: 9.2020	Topic: Finance Trainer: MACS Date: 9.2020	Topic: Employment Trainer: MACS Date: 9.2020	Topic: Data Practices, Finance Trainer: Dave Lavrenz Date: 03.2021
Lisa Fisher	2019-2022	September 2019	Topic: Governance Trainer: MACS Date: 10.26.2019	Topic: Finance Trainer: MACS Date: 09.2019	Topic: Employment Trainer: MACS Date: 10.26.2019	Topic: Data Practices, Finance Trainer: Dave Lavrenz Date: 3.2020, 3.2021 Topic: Policy Governance Trainer: Out of the Woods Consulting Date: 09.10.19
Lynn Boyer	2019-2022	August 2019	Topic: Governance Trainer: MACS Date: 10.26.2019	Topic: Finance Trainer: MACS Date: 09.2019	Topic: Employment Trainer: MACS Date: 10.26.2019	Topic: Data Practices, Finance Trainer: Dave Lavrenz Date: 3.2020, 3.2021 Topic: Policy Governance Trainer: Out of the Woods Consulting Date: 09.10.19

*re-elected in 2020; New Term 2020-2023

Standard 5	
The Board of Directors completes a self-evaluation each year.	
	0 = The Board does not self-evaluation;
	1 = the Board completes informal self-evaluations during one or more Board meeting(s);
X	2 = the Board completes a formal self-evaluation each year
Data Source: Board Minutes, Board Development Committee minutes	

STANDARD 5 ANALYSIS

The School met this standard.

The School Board completes a self-evaluation annually. The 2020-2021 Annual Report stated that the Board of Directors completed a self-evaluation by March of each year. The Board reflects on its own performance at the end of the meeting using the VOA evaluation form.

Section 2: Board Practices

Standard 6	
The Board of Directors will comply with MN Open Meeting Law, Chapter 13D, and maintains a quorum for all Board meetings.	
	0 = The Board has 2 or more infractions of MN Open Meeting Law;
	1 = the Board has 1 infraction of MN Open Meeting Law;
X	2 = the Board has no infractions of MN Open Meeting Law.
Data Source: Monthly Logs of Meeting Minutes, Meeting Minutes, Interview	

STANDARD 6 ANALYSIS

The School met this standard.

The Board Chair stated that the Board is diligent to follow open meeting law requirements. Monthly logs of school Board meeting minutes provided evidence that the school maintained a quorum for scheduled Board meetings.

Standard 7	
The Board regularly reviews, updates, and approves its bylaws. The bylaws are consistent with state law.	
	0 = Bylaws are inconsistent with state statute;
	1 = bylaws are consistent with state statute but have not been reviewed regularly;
X	2 = bylaws are consistent with state law and the Board reviews them regularly.
Data Source: School's website, Board minutes, Bylaws, Interview	

STANDARD 7 ANALYSIS

The School met this standard.

The Board Chair confirmed that their bylaws are up to date and consistent with state law. Bylaws were reviewed on May 21, 2021. Each Board member has a binder and digital version of bylaws and the school office binder contains the bylaws.

Bylaws can be found online at <https://www.treknorth.org/browse/162959>

Standard 8	
The Board of Directors adheres to Board member election requirements set forth by state statute*.	
	0 = Election requirements were not met;
X	2 = all requirements were met.
Data Source: Board Minutes, Bylaws, Board Policies, Interview	

STANDARD 8 ANALYSIS

The School met this standard.

Bylaws define which years a school Board election will be held. The 2020-2021 school year was not a school Board election year.

Standard 9	
The Board conducts an annual evaluation (including all aspects of the position description) of the performance of the school leader through a defined annual evaluation process.	
	0 = The Board did not complete an annual evaluation of the school leader;
	1 = the Board completed an evaluation of the school leader but not on all aspects of the job description;
X	2 = the Board completed a formal evaluation of the school leader including all aspects of the job description.
Data Source: Annual Report, Board Minutes, Committee Minutes, Board documentation	

STANDARD 9 ANALYSIS

The School met this standard.

The ED was evaluated by the Board on April 13, 2021.

TrekNorth historically has an extensive director evaluation process:

- The week following the January Board meeting the Committee meets to review survey questions and draft the director’s contract options as needed.
 - Review survey questions
- Review questions that were part of the previous surveys
- Rewrite questions that reflect the director’s current PDP.
 - Draft director contract options--On contract renewal years
- Is there a natural increase from years 1 & 2 of the current contract?
- Do we use staff salaries as a guide for % of increase?
- Is this a 2- or 3-year contract?
- Do benefits other than salary change?
- Will need input from Business Manager to develop options
- Other considerations
 - Splitting of duties
- Writing of questions w/Director’s input-2 people
- Drafting of director contract options-2 people
- Updating and monitoring Survey Monkey-1 person
- Look through Director reports from the past year and complete the policy review table. -1/2 people
- Determine range, mean, and median of survey data-1 person
- Type in comments from survey-1 person
- Mid-February--Survey open to staff for 10-14 days
 - Drafting of contract options, and completion of the policy review table happens during this time.
- End of Feb 25-Beginning of March--Committee meets to analyze data and review survey results.

- Determination of mean, median, and mode needs to happen before this meeting.
 - Addition of comments from the survey also needs to be done prior to meeting.
- Prior to March Board meeting--Committee meets with the director to present preliminary results. --1/2 people or whole committee
- Evaluation Results presented to the Board at the March Board meeting. Contract options are presented and discussed
 - PDP ideas generated
- Committee meets with the Director prior to the April Board meeting to create a PDP based on evaluation results.
- Final evaluation results presented to the Board in the April meeting. PDP and a contract offer are finalized.

Standard 10	
The Board has a Board-approved professional development plan for the school director (if applicable as required by Minn. Stat. 124E.12, Subd. 2*).	
	0 = A professional development plans for the non-licensed individual(s) was not documented in the school's annual report;
X	2 = a professional development plan for the non-licensed individual(s) was documented in the school's annual report or the school's director holds an administrative license.
Data Source: Annual Report, Board minutes, Board chair communication.	

* Minn. Stat. 124E.12, Subd. 2*(b) The Board of directors and an individual who does not hold a valid administrative license and who serves in an administrative, supervisory, or instructional leadership position shall develop a professional development plan. The school's annual report must include public personnel information documenting the professional development plan.

STANDARD 10 ANALYSIS

The School met this standard.

Erica Harmsen is the TN Executive Director. She has a Communication Arts/Literature license grades 5-12 and has a Masters in Educational Leadership (Minnesota State, Moorhead) with a Professional Administration Principal K-12 license. Her file folder is 402513.

Standard 11	
The Board of Directors monitors the organization's adherence to school Board policies.	
	0 = Meeting minutes include no evidence of the Board monitoring the organization's adherence to school Board policies;
	1 = meeting minutes includes one or two examples of the Board monitoring the organization's adherence to school Board policies;
X	2 = meeting minutes include three or more examples of the Board monitoring the organization's adherence to school Board policies.
Data Source: Board meeting Minutes, Interview	

STANDARD 11 ANALYSIS

The School met this standard.

The School Board utilizes policies and monitors the application of policies in its work throughout the year. The Board assigned an Ends Policy Committee to establish “Ends Policies”.

Part of the Board Development Plan is to monitor policies throughout the year.

- During the school year, the Board regularly reviews and evaluates the effectiveness of policies. The following policies were evaluated and reaffirmed:
- July 2020
 - 8.0 Financial Condition/Activities
 - 8.1 Emergency Executive Director Succession
 - 8.2 Compensation and Benefits
- September 2020
 - Policy 808 - Covid 19 Face Covering
 - Policy 0.8.0 Treatment of Students
 - 2.1.7 Background Checks
 - 2.1.6 Protections Information
 - 2.1.5 Academic Progress Reports
 - 2.1.4 Data Privacy
 - 2.1.3 Handling of Student Maltreatment
 - 2.1.2 Discipline
 - 2.1.1 Violence and Harassment Protection

- 2.1. Global Constraint
- 8.1 Treatment of Parents/Guardians
- 2.2.5 Academic Progress Reports
- 2.2.4 Service Expectations
- 2.2.3 Parent/Guardian Involvement in Policy Setting
- 2.2.2 Prompt Communications with Executive Director
- 2.2.1 School and Student Information
- 2.2 Global Constraint
- November 2020:
 - The Board stated that it is “the director’s responsibility to ensure that compliance with Minnesota Charter School Statute 124E, our Authorizers (VOA) policy/ requirements, MDE policy/requirements, making sure our hiring practices are fair and offer equal opportunity.”
- January 2021:
 - 2.9.1 Monitoring Data in Monitoring concerning communication and support to the Board
- May 2021:
 - Board Management Delegation Policy Review
- June 2021:
 - Organizational Performance Review
 - 8.0 Treatment of Staff
 - 2.3.8 Annual Report
 - 2.3.7 Certification and Licensure
 - 2.3.6 Performance Evaluations
 - 2.3.5 Staff Input
 - 2.3.4 Emergency Preparedness
 - 2.3.3 Health and Safety
 - 2.3.2 Dissent
 - 2.3.1 Employee Handbook

Standard 12	
The Board of Directors complies with Federal data practices law and the Minnesota Data Practices Act (Minn. Stat. Chapter 13)*.	
	0 = Data practice policies are not fully in place;
	1 = data practice policies are in place in accordance with state statute but staff were not trained in Data Practices;
X	2 = data practice policies are in place in accordance with state statute and staff are appropriately trained in Data Practices.
Data Source: Board minutes, VOA Visit Review	

* Minnesota Data Practices Act (Minn. Stat. Chapter 13), Minnesota Rules, Chapter 1205, Official Records Act (Minn. Stat., section 15.17), Records Management Statute (Minn. Stat., section 138.17), and FERPA and HIPPA laws. See https://mn.gov/admin/assets/dpintro_tcm36-309355.pptx , <https://mn.gov/admin/data-practices/data/types/education/>, Federal law for FERPA (<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>).

STANDARD 12 ANALYSIS

The School met this standard.

The Board works to comply with the Minnesota Data Practices Act in several ways.

The school has the following data practices policies:

- Asset Protection (EL: 2.6), which complies with Minnesota and Federal data practices requirements.
- Policy 406 - Public & Private Personnel Data
- Data Request & Fee Policy

The Board of Directors complies with the Minnesota Data Practices Act as confirmed by the Board Chair and School Director. The School Board ensures the school follows these requirements - student and employee privacy, readiness to respond to data requests, and is effective to separate the public from private information and data. The Board approved the following as officials responsible for the implementation of data policies.

Responsible Authority - Erica Harmsen

Data Practices Compliance Officer - Dave VanEngelenhoven

Designated Person Authority - Kirby Ganske

Standard 13	
The Board of Directors provides ongoing oversight of school academic performance.	
	0 = Less than half of the Board meeting minutes or less include evidence of oversight of school academic performance;
	1 = at least half of the Board meeting minutes include evidence of oversight of school academic performance;
X	2 = meeting minutes include evidence of regular oversight of school academic performance.
Data Source: Board Minutes	

STANDARD 13 ANALYSIS

The School met this standard.

The School Board monitored academic performance at Board meetings regularly either as an agenda item or as part of the Director’s report. Evidence of monitoring the academic program and student results referenced in the following meeting minutes or Director’s Report:

- July 2020: A New Position was added to the school: Instructional Coach Student Performance/Achievement
- September 2020: The Board discussed the Sundog Status Update
- October 2020: Annual Report approved.
- November 2020: The Board reviewed student performance/achievement
- January 2021: The Board discussed changing the learning model to hybrid as of January 27, 2021. Online tutoring available including on Saturdays. The Board discussed the learning model updates.
- February 2021: The Online Tutoring continues to be available, including Saturdays. ACT testing will take place the first week of March. MCA’s will take place in spring
- April 2021: The Board discussed the Standardized Assessment Updates: MCA Testing for 6-8, 10 Reading, 11 Math, HS Biology, Testing begins first week of April (adjusted to give in person learning model one week buffer), Plan to follow original testing calendar, Distance learners will not need to take the test remotely, Advanced Placement Test Update, AP Kick-off Event: April 9 through May.
- May 2021: The Board reviewed student performance/achievement.
- June 2021: The Board discussed the Standardized Assessment Updates: MCA Testing for 6-8, 10 Reading, 11 Math, HS Biology, MCA testing is complete; published results will be sent to schools late summer, AP Testing is complete, seniors have been notified they are able to retest in the fall of 2021 . The Testing Calendar for 2021-2022 will be sent to the Board for approval in August of 2021. Graduation Rates: TrekNorth’s graduation rate for 2020 will be released June 10.

The final graduation rate will be shared with the Board in the July 2021 update. Senior Scholarships: TrekNorth awarded three seniors with scholarships.

Standard 14	
The school maintains a high level of parent, teacher and student satisfaction rates based on school conducted surveys and student/faculty retention rates.	
	0 = Less than two of three criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates;
	1 = two of three criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates;
X	2 = all of the following criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates.
Data Source: Annual Report, Board Minutes, School data, Interview	

STANDARD 14 ANALYSIS

The School met this standard.

According to the 2020-2021 Annual Report TrekNorth began the year with 259 students, and over the course of the year lost 8 students. This equals a 97% retention rate.

According to the 2020-2021 Annual Report, TrekNorth used the responses from the survey sent to families during the summer of the 2020 and throughout the 2020-2021 school year to inform planning and programming. TrekNorth sends out a fall and spring satisfaction survey. Parent satisfaction rate was 63.2% Extremely Satisfied and 29.5% Moderately Satisfied based on 95 responses.

According to the 2020-2021 Annual Report in FY21 TrekNorth had 23 teachers with a retention rate of 92%.

Section 3: Board Documentation and Communications

Standard 15	
Board documents are distributed to all Board members at least 3 days prior to a Board meeting.	
	0 = The Board documents were not distributed to all Board members three or more times;
	1 = the Board documents were not distributed to all Board members one or two times;
X	2 = the Board documents were distributed to all Board members at least 3 days prior to each Board meeting.
Data Source: Monthly Board Minute Review Logs, Board chair statement	

STANDARD 15 ANALYSIS

The School met this standard.

VOA meeting minute logs confirm that the school has regularly adhered to providing information 3 days in advance of Board meetings. VOA records show that all meeting notices were on time.

Standard 16	
The Board of Directors maintains a Board Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements; and statutory requirements for posting Board related information on the school's website*.	
	0 = Information is incomplete in the binder or on the school's website;
	1 = complete information is available both in a binder and on the school's website but there are 1-2 incidents of incomplete information;
X	2 = a complete Board Documents Binder is kept including meeting minutes, bylaws and articles of incorporation and financial statements; and the school's website includes the statutory requirements for posting Board-related information.
Data Source: School Website	

STANDARD 16 ANALYSIS

The School met this standard.

The School Board has a Documents Binder which includes meeting minutes, bylaws, articles of incorporation, and financial statements and is located in [the school office records room] for public access and all Board members have digital access to it. Board documents can also be found at the school's Web site at: <https://www.treknorth.org/page/Board>, <https://www.treknorth.org/page/policies>.

Locate and paste updated pages in website for the following:

Statutory Requirement	Link
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i> : (1) the meeting minutes of the Board of directors and of members and committees having Board-delegated authority, for at least 365 days from the date of publication;	https://drive.google.com/drive/folders/1DxN6ihFqSpfJpT8c5DEGBtyusHC6r_s
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i> : (2) directory information for the Board of directors and for the members of committees having Board-delegated authority;	https://www.treknorth.org/page/Board
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i> : (3) identifying and contact information for the school's authorizer.	https://www.treknorth.org/page/authorizer-information
124E.11 Subd. 3 (b) The charter school must develop and publish, including on its <i>Web site</i> , a lottery policy and process that it must use when accepting pupils by lot.	https://www.treknorth.org/page/policies
124E.13 Subd. 3. (b) (3) post on the school <i>Web site</i> the name, mailing address, bylaws, minutes of Board meetings, and names of the current Board of directors of the affiliated nonprofit building corporation	https://www.treknorth.org/page/Board
124E.16 Subd. 2. Annual public reports. (a)... A charter school must post the annual report on the school's official <i>Web site</i> .	https://5il.co/k10k (found from https://www.treknorth.org/page/policies)
124E.12 (b) A charter school Board or a cooperative of teachers that provides group health insurance coverage must establish and publish on its <i>Web site</i> the policy for purchasing group health insurance coverage. A charter school Board policy must include a sealed proposal process, which requires all proposals to be opened at the same time. Upon opening the proposals according to the school or cooperative policy, the proposals become public data under chapter 13.	https://5il.co/knsh

Standard 17	
The Board has a policy review calendar and reviews and updates its policies as needed or required by state law.	
	0 = The Board does not have a calendar/plan for policy review and/or reviews policies at half or fewer of the regular meetings;
	1 = the Board has a policy review calendar/plan and reviews policies at half or fewer of the regular Board meetings;
X	2 = the Board has a thorough policy review calendar/plan and review policies as a regular component of regular Board meetings.
Data Source: School Website, Annual Report, Board Minute Review Log, Board Minutes, VOA Visit Review, Governance Committee Minutes, Interview	

STANDARD 17 ANALYSIS

The School met this standard.

The Board has an annual policy review plan included in the 2020-2021 Annual Report on pages 16 to 17. The review plan and process for this year included vetting and revision of many policies as a regular agenda item. Here are some examples of reviewed policies:

- March 2021:
 - Transportation/Vehicle policy (Amended as related to insurance)
- April 2021:
 - Governance Policy Review
 - Board-Management Delegation Policy Review

**VOA GOVERNANCE REPORT FOR
WOODBURY LEADERSHIP ACADEMY**

(Reflecting the time period from July 1, 2020 – June 30, 2021.)

School: Woodbury Leadership Academy
Address: 600 Weir Drive
Woodbury, MN 55125
Phone: (651) 539-2641
Website: <http://www.wlamn.org/>

Director: Kathy Mortensen
Email: kmortensen@wlamnmn.org
Phone: (651) 539-2641

Board Chair: Mandi Folks
Email: mfolks@wlamn.org
Phone: 913-221-6263

Section 1: Board Structure and Development

Standard 1	
The Board of Directors met its governance model requirements laid out in its bylaws and membership requirements as required by Minnesota Statute*.	
	0 = The Board structure does not meet bylaws and/or state statute;
	1 = the Board did not meet requirements for the entire fiscal year;
X	2 = the Board structure meets bylaws and state statute.
Data Source: Annual report, School Web site, Bylaws	

STANDARD 1 ANALYSIS

The School met this standard.

The Board structure meets statutory requirements.

FY21 Board Roster of all Board Members during FY21 (July 1, 2020 – June 30, 2021). The table below is from the FY2021 Annual Report. The Board roster is also located on the Website at <http://www.wlamn.org/about-wla/Board/>.

2020-2021 Board Members

<u>Position</u>	<u>Name</u>	<u>Email</u>	<u>Start Term</u>
Board Chair, Parent	Folks, Mandi	mfolks@wlamn.org	1/2017
Treasurer, Teacher	Skordahl , Jolene	jskordahl@wlamn.org	8/2017
Secretary, Teacher	Erickson, Jessica	jerickson@wlamn.org	1/2017
Teacher	Sjoberg, Natalie	nsjoberg@wlamn.org	1/2020
Parent	Livingston, Jason	jlivingston@wlamn.org	10/2017
Community Member	Kelly, Shannon	skelly@wlamn.org	4/2018
Ex-Officio, Director	Mortensen, Kathleen	kmortensen@wlamn.org	

Standard 2	
The Board of Directors has the necessary knowledge to carry out the responsibilities contained in Minn Stat 124E.07, Subd. 6. (Duties), including knowledge in finance/budget, policy/legal, personnel/employment, and education.	
	0 = The Board does not have a plan to ensure Board members have the necessary knowledge;
	1 = the Board has a partial plan to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education;
X	2 = the Board has a thorough plan to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education.
Data Source: Board Development and/or Board Training Plan and/or Training Table or Calendar, Board Development Committee minutes, Board minutes, Annual report, School website	

STANDARD 2 ANALYSIS

The School met this standard.

The Board discusses training frequently, besides conducting focused training. The Board tracks the fulfillment of initial training by Board members. As part of ongoing Board development, the Board included in its strategic plan the goal of strong financial training with steps reported in the February Board minutes.

Also, a Board training schedule was created for the FY2021 School Year in the June 2020 Board meeting. At the June 2020 Board meeting, the Board conducted the Board performance evaluation which included consideration of Board member training.

Standard 3	
The Board adheres to an orientation process for bringing on new members.	
	0 = The Board does not have a membership orientation process for new Board members;
	1 = the school Board has a process for the orientation of new Board members, but it is not consistently followed;
X	2 = the Board adheres to a thorough process for the orientation of new Board members.
Data Source: Board Minutes, Interview, Board Development Plan and/or Board Training Plan, Interview	

STANDARD 3 ANALYSIS

The School met this standard.

The School Board has a process for orienting new Board members. The Board has a “Guide for Newly Elected Board Members” that is used for Board orientation.

Standard 4	
The Board of Directors complies with initial and ongoing training requirements set forth in Minn. Stat 124E.07, Subd 7 (Training): governance, financial, and employment policies and practices.	
	0 = More than one Board member did not fully comply with Minnesota law regarding Board training requirements;
	1 = one Board member did not fully comply with Minnesota law regarding Board training requirements and was removed;
X	2 = all Board members comply with Minnesota law regarding Board training requirements.
Data Source: Annual report, School website, Board minutes and documents	

STANDARD 4 ANALYSIS

The School met this standard.

While the School provided the following statement from Page 9 of the FY21 Annual Report, it did not report on specific Board member training. “Board Training: The Board was in compliance with requirements, and all members had completed the required training related to Board member roles and responsibilities, employment policies and practices, and financial management. All members participated in training regarding Open Meeting Law requirements as well. The training was conducted by the Minnesota Association of Charter Schools, VOA, and Booth Law Group. Whenever new Board members are first seated, Woodbury Leadership Academy immediately works to provide training as soon as possible, and oftentimes this training can be completed within 60-90 days of being seated.”

FY21 Initial Board Training Report

Board Member	Date First Seated	Governance Basic Training – Trainer & Date	Finance Basic Training – Trainer & Date	Employment Basic Training – Trainer & Date	Met Requirement?
Mandi Folks	1/24/2017	Returning Board Member	Returning Board Member	Returning Board Member	Yes
Shannon Kelly	03/20/2018	Returning Board Member	Returning Board Member	Returning Board Member	Yes
Jason Livingston	06/2018	Returning Board Member	Returning Board Member	Returning Board Member	Yes

Natalie Sjoberg	07/30/2020	11/17/2020	11/17/2020	Yes (need date)	Yes
Jolene Skordahl	FY21	FY21	FY21	FY21	Yes

FY21 Ongoing (Annual) Board Training Report as reported in a narrative in the annual report.

Board Member	Ongoing Training Event – Topic, Trainer, Location	Date of Training	Met Requirement?
Mandi Folks, Shannon Kelly, Jason Livingston, Natalie Sjoberg, Jolene Skordahl	Open Meeting Law requirements	FY21	Yes

Standard 5	
The Board of Directors completes a self-evaluation each year.	
	0 = The Board did not complete a self-evaluation;
	1 = the Board completes informal self-evaluations during one or more Board meeting(s);
X	2 = the Board completes a formal self-evaluation each year.
Data Source: Board Minutes, Board Development Committee minutes	

STANDARD 5 ANALYSIS

The School met this standard.

The School Board completes a self-evaluation annually.

The Board completed a Board Self-Evaluations in the November 2020 Board Meeting regarding “Board Communication/Future Agenda Items – Reflection”.

And at the June 2021 Board Meeting. Results were presented by Chairman Pollack. Key takeaway points: Communication within the Board and expectations of Board members.

Section 2: Board Practices

Standard 6	
The Board of Directors will comply with MN Open Meeting Law, Chapter 13D, and maintains a quorum for all Board meetings.	
	0 = The Board has 2 or more infractions of MN Open Meeting Law;
	1 = the Board has 1 infraction of MN Open Meeting Law;
X	2 = the Board has no infractions of MN Open Meeting Law.
Data Source: Monthly Logs of Meeting Minutes, Meeting Minutes, Interview	

STANDARD 6 ANALYSIS

The School met this standard.

The Board Chair stated that the Board is diligent to follow open meeting law requirements. Monthly logs of school Board meeting minutes provided evidence that the school maintained a quorum for scheduled Board meetings.

Standard 7	
The Board regularly reviews, updates, and approves its bylaws. The bylaws are consistent with state law.	
	0 = Bylaws are inconsistent with state statute;
	1 = bylaws are consistent with state statute but have not been reviewed regularly;
X	2 = bylaws are consistent with state law and the Board reviews them regularly.
Data Source: School's website, Board minutes, Bylaws, Interview	

STANDARD 7 ANALYSIS

The School met this standard.

Based on communication with the school, the Board reviewed the bylaws and decided that revisions necessary were not necessary during FY21.

Bylaws can be found online at http://www.wlamn.org/files/5815/0661/1670/WLA_Bylaws_-_Amended_09.26.2017.pdf.

Standard 8	
The Board of Directors adheres to Board member election requirements set forth by state statute*.	
	0 = Election requirements were not met;
X	2 = all requirements were met.
Data Source: Board Minutes, Bylaws, Board Policies, Interview	

STANDARD 8 ANALYSIS

The School met this standard.

According to the 2020-2021 The Annual Report did not report on the Board election. The election announcement was included in the Board packet posted on 4/24/21 for the April meeting on 4/28/2021. It was also posted on the website and distributed to the families and staff the same day.

http://www.wlamn.org/files/7316/1920/9203/BOD_4-28-21.pdf

Minnesota Statutes 124E.07 Subdivision 2 Requirements	Evidence
According to, the ongoing Board must be elected before the school completes its third year of operation.	Not applicable
The Board elections must be held during the school year but may not be conducted on days when the school is closed.	Election date and day(s): May 24-28, 2020. School was in session.
A charter school must notify eligible voters of the school Board election dates at least 30 days before the election.	Date of notice: April 24, 2021 Date of election: May 24-28, 2021 Notice was at least 30 days before the election.
Staff members employed at the school, members of the Board of directors, and all parents or legal guardians of children enrolled in the school are eligible voters.	The Board Chair confirmed that eligible voters were notified and encouraged to vote.

Standard 9	
The Board conducts an annual evaluation (including all aspects of the position description) of the performance of the school leader through a defined annual evaluation process.	
	0 = The Board did not complete an annual evaluation of the school leader;
	1 = the Board completed an evaluation of the school leader but not on all aspects of the job description;
X	2 = the Board completed a formal evaluation of the school leader including all aspects of the job description.
Data Source: Annual Report, Board Minutes, Committee Minutes, Board documentation	

STANDARD 9 ANALYSIS

The School met this standard.

The Board met during the April 2021 Board Meeting in a closed meeting session to “Discuss Executive Director Annual Evaluation According to Minnesota Statute 13D.05 Subd. 3a. Ms. Folks previously asked Ms. Mortensen if she would like the meeting open or closed. Ms. Mortensen requested the meeting be closed. Motion was made by Ms. Folks “to close the meeting to discuss the Executive Director’s annual evaluation according to Minnesota Statute 13D.05, subdivision 3(a).” Seconded by Ms Skordahl. A roll call vote was taken: Ms. Erickson, Ms. Folks, Ms. Kelly, Mr Livingston, Ms. Sjoberg, and Ms. Skordahl voted for the motion; there were no votes against. Motion passed.”

Standard 10	
The Board has a Board-approved professional development plan for the school director (if applicable as required by Minn. Stat. 124E.12, Subd. 2*).	
	0 = A professional development plans for the non-licensed individual(s) was not documented in the school's annual report;
X	2 = a professional development plan for the non-licensed individual(s) was documented in the school's annual report or the school's director holds an administrative license.
Data Source: Annual Report, Board minutes, Board chair communication.	

* Minn. Stat. 124E.12, Subd. 2*(b) The Board of directors and an individual who does not hold a valid administrative license and who serves in an administrative, supervisory, or instructional leadership position shall develop a professional development plan. The school's annual report must include public personnel information documenting the professional development plan.

STANDARD 10 ANALYSIS

The School met this standard.

The Board Chair confirmed that Executive Director Mortensen is a licensed administrator, file folder # 323303. Based on statute she is not required to have a professional development plan. Instead, her licensure requires regular professional development.

Standard 11	
The Board of Directors monitors the organization's adherence to school Board policies.	
	0 = Meeting minutes include no evidence of the Board monitoring the organization's adherence to school Board policies;
	1 = meeting minutes includes one or two examples of the Board monitoring the organization's adherence to school Board policies;
X	2 = meeting minutes include three or more examples of the Board monitoring the organization's adherence to school Board policies.
Data Source: Board meeting Minutes, Interview	

STANDARD 11 ANALYSIS

The School met this standard.

The School Board utilizes policies and monitors the application of policies in its work throughout the year. Examples include:

- Examining Board policy related to Board membership and committees.
- Reviewing Board member training requirements and Board member roles and responsibilities.
- Monitoring compliance to open meeting law.
- Monitoring evaluation of leadership.
- Monitoring the World's Best Workforce compliance.
- Planning and organizing elections.
- Monitoring Board training.

Also, during the year:

- October 2020:
 - The Board met and discussed protocols for working at home. They also reviewed policy 532 and safety recommendations to add to the busing policy.
- November 2020:
 - The Board reviewed policy 532 and discussed future plans for governance work, deciding to review policies in the 400 series. There was discussion regarding policy 532.
- January 2021:
 - During Harassment and civil rights training provided by Mr. Broderick several policies were reviewed including Access to Public Data, Harassment and Violence, Equal Educational Opportunity, and Criminal of Civil Action Against School.
- May 2021:
 - The Board reviewed Policies 410 and 418. Policy 410 is complete and ready for approval of a second reading. The Board began work on a new Facility Usage Policy, gathering ideas for items to be researched and possibly included in the policy. They also began

work on a new Health Insurance Policy, the policy that was required in the VOA Governance Review and will gather information discussion at the June meeting. There was discussion about the need to review the Uniform Policy before the start of the next school year. The Board approved Policy 418 Drug-Free Workplace/Drug-Free School.

- June 2021:
 - Electronic Policy (541): Edited policy to reflect electronic usage during MCA testing.
 - Policy: 410 Family and Medical Leave Policy- The Board wanted to verify that this policy is still up to date with state and federal laws.

Standard 12	
The Board of Directors complies with Federal data practices law and the Minnesota Data Practices Act (Minn. Stat. Chapter 13)*.	
	0 = Data practice policies are not fully in place;
	1 = data practice policies are in place in accordance with state statute but staff were not trained in Data Practices;
X	2 = data practice policies are in place in accordance with state statute and staff are appropriately trained in Data Practices.
Data Source: Board minutes, VOA Visit Review	

* Minnesota Data Practices Act (Minn. Stat. Chapter 13), Minnesota Rules, Chapter 1205, Official Records Act (Minn. Stat., section 15.17), Records Management Statute (Minn. Stat., section 138.17), and FERPA and HIPPA laws. See https://mn.gov/admin/assets/dpintro_tcm36-309355.pptx , <https://mn.gov/admin/data-practices/data/types/education/>, Federal law for FERPA (<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>).

STANDARD 12 ANALYSIS

The School met this standard.

Data practices are in place and appropriate people have been trained.

The School Board ensures the school follows these requirements - student and employee privacy, readiness to respond to data requests, and is effective to separate the public from private information and data. The Board works to comply with the Minnesota Data Practices Act in several ways. The school has the following data practices policies:

- 101 Access to Public Data (http://www.wlamn.org/download_file/671/)
- 206 Public Participation in Board of Directors Meetings/Complaints About Persons at Board of Directors Meetings and Data Privacy Considerations (http://www.wlamn.org/download_file/539/)
- 406 Public and Private Personnel Data (http://www.wlamn.org/download_file/58/)
- At the July 30, 2020, Board meeting, the Board approved the Annual declaration of officials responsible for the implementation of data policies. Delegated parties responsible for implementing policies are:

Dr. Kathleen Mortensen is Responsible Authority, Data Practices Compliance Official, and Data Practice Designee

Standard 13	
The Board of Directors provides ongoing oversight of school academic performance.	
	0 = Less than half of the Board meeting minutes or less include evidence of oversight of school academic performance;
	1 = at least half of the Board meeting minutes include evidence of oversight of school academic performance;
X	2 = meeting minutes include evidence of regular oversight of school academic performance.
Data Source: Board Minutes	

STANDARD 13 ANALYSIS

The School met this standard.

The School Board monitored academic performance at Board meetings regularly either as an agenda item or as part of the Director’s report.

Evidence of monitoring the academic program and student results referenced in the following meeting minutes or Director’s Report:

- September 2020:
 - iReady Math assessments were completed and will be shared with parents; MAP assessments are in progress and will be shared with parents in mid-October.
 - Planning for Trimester II. Parent requests to change learning models at the change in trimesters will be honored.
 - Numerous grants have been submitted and/or approved: Title funds, Covid funds, ESSA, Geer, and Literacy.
- October 2020:
 - NWEA MAP test scores summary for math and reading.
 - Teachers meet weekly in grade level teams and are overall keeping on pace with the schedule for delivering instruction this year.
 - WLA has been approved for a grant through Washington County for Covid relief funds.
 - Recent staffing changes were shared, including several changes in duties, and a new hire
 - Ms Mortensen asked for input on modifying the PTO (Paid time off) plan as it relates to time off used for Covid related purposes. There was discussion. A draft plan will be presented at a future meeting.

- Planning is underway for all staff positions in the event that employees are out due to Covid and either working from home or unable to work.
- Presented a proposed COVID plan drafted by the ICT which takes into consideration county and school rates, both at the Elementary and Middle School levels. Ms Folks explained the data points that are taken into consideration in the risk dashBoard:
- The model is in line with the guidance in the MN Safe Learning Plan and will be reviewed in a joint consultation call with MDE, MDH and the ICT. The dashBoard will be used to drive the ICT discussion of changing learning models at WLA. There was discussion.
- 95% of parents participated in Fall conferences, reflecting a high level of parent involvement in student learning.
- A parent survey of requests to change learning models at the change in trimesters is underway. Requests will be honored, within space constraints.
- November 2020:
 - Teachers continue to meet weekly in grade level teams, with a focus on delivering quality online instruction as WLA moves all students to Distance Learning.
 - Two instructional days have been changed to teacher workdays (November 24 and 25) to allow time for staff to address numerous details, schedules, technical concerns, and materials preparation to ensure a smooth transition.
 - Some students will continue to come onsite during the closure for scheduled Special Education, Remediation and English Language Learner support sessions.
- December 2020:
 - Annual Report and WBWF
- January 2021:
 - PLCs continue and are more focused on academics than pandemic response. ACCESS testing proceeding.
- April 2021:
 - MCA's are in process and preliminary results reflect scores which are low for WLA, and lower than in previous years. Results are expected to be above state and national averages as these will be re-normed due to the impact of Covid. Online students are being encouraged to test to get larger testing groups and to be able to compare online versus onsite instruction.
- May 2021:
 - Purchasing of curriculum and supplies for next fall has begun, utilizing remaining current year budgeted funds.
 - MCA testing is complete at WLA. Minnesota did receive a waiver for the accountability sections of its Every Student Succeeds Act Plan, so test results will not be used to

determine school performance this year. We will use the scores to gauge WLA's progress compared to other schools during the pandemic year.

Standard 14	
The school maintains a high level of parent, teacher and student satisfaction rates based on school conducted surveys and student/faculty retention rates.	
	0 = Less than two of three criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates;
	1 = two of three criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates;
X	2 = all of the following criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates.
Data Source: Annual Report, Board Minutes, School data, Interview	

STANDARD 14 ANALYSIS

The School met this standard.

The Annual Report stated that the parent satisfaction rate of administration, Board and teachers was 88.2% (179/203 as positive).

Student retention rate 96.0% as reported in the Annual Report.

The teacher retention rate was 94.6% (53 returned in Fall 2021 out of 56 FY21 year-end).

Section 3: Board Documentation and Communications

Standard 15	
Board documents are distributed to all Board members at least 3 days prior to a Board meeting.	
	0 = The Board documents were not distributed to all Board members three or more times;
	1 = the Board documents were not distributed to all Board members one or two times;
X	2 = the Board documents were distributed to all Board members at least 3 days prior to each Board meeting.
Data Source: Monthly Board Minute Review Logs, Board chair statement	

STANDARD 15 ANALYSIS

The School met this standard.

VOA meeting minute logs confirms that the school has regularly adhered to providing information 3 days in advance of regular Board meetings.

Standard 16	
The Board of Directors maintains a Board Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements; and statutory requirements for posting Board related information on the school's website*.	
	0 = Information is incomplete in the binder or on the school's website;
	1 = complete information is available both in a binder and on the school's website but there are 1-2 incidents of incomplete information;
X	2 = a complete Board Documents Binder is kept including meeting minutes, bylaws and articles of incorporation and financial statements; and the school's website includes the statutory requirements for posting Board-related information.
Data Source: School Website	

STANDARD 16 ANALYSIS

The School met this standard.

The School Board has a Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements and is located in [the school office records room] for public access and all Board members have digital access to it. Board documents can also be found at the school's Web site at: <http://www.wlamn.org/about-wla/Board/>

Statutory Requirement	Link
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i> : (1) the meeting minutes of the Board of directors and of members and committees having Board-delegated authority, for at least 365 days from the date of publication;	http://www.wlamn.org/about-wla/Board/minutes/
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i> : (2) directory information for the Board of directors and for the members of committees having Board-delegated authority;	Board members: http://www.wlamn.org/about-wla/Board/
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i> : (3) identifying and contact information for the school's authorizer.	Authorizer contact information is found at the bottom of every page.
124E.11 Subd. 3 (b) The charter school must develop and publish, including on its <i>Web site</i> , a lottery policy and process that it must use when accepting pupils by lot.	http://www.wlamn.org/files/6514/3986/5435/537Kindergarten_Lottery_Policy.pdf

Statutory Requirement	Link
<p>124E.13 Subd. 3. (b) (3) post on the school <i>Web site</i> the name, mailing address, bylaws, minutes of Board meetings, and names of the current Board of directors of the affiliated nonprofit building corporation</p>	<p>Name: Found at the upper left of every page. Mailing address: Found at the lower left of every page. Bylaws: http://www.wlamn.org/files/5815/0661/1670/WLA_Bylaws_-_Amended_09.26.2017.pdf Board of affiliated nonprofit building corporation: No Building Company</p>
<p>124E.16 Subd. 2. Annual public reports. (a)... A charter school must post the annual report on the school's official <i>Web site</i>.</p>	<p>http://www.wlamn.org/files/7416/4123/2273/Annual_Report_and_WBWF_2020_2021_.pdf</p>
<p>World's Best Workforce Report</p>	<p>http://www.wlamn.org/files/7416/4123/2273/Annual_Report_and_WBWF_2020_2021_.pdf</p>
<p>124E.12 (b) A charter school Board or a cooperative of teachers that provides group health insurance coverage must establish and publish on its <i>Web site</i> the policy for purchasing group health insurance coverage. A charter school Board policy must include a sealed proposal process, which requires all proposals to be opened at the same time. Upon opening the proposals according to the school or cooperative policy, the proposals become public data under chapter 13.</p>	<p>http://www.wlamn.org/files/5116/2456/2927/428-Employee-Health-Insurance-Policy.pdf</p>

Standard 17	
The Board has a policy review calendar and reviews and updates its policies as needed or required by state law.	
	0 = The Board does not have a calendar/plan for policy review and/or reviews policies at half or fewer of the regular meetings;
	1 = the Board has a policy review calendar/plan and reviews policies at half or fewer of the regular Board meetings;
X	2 = the Board has a thorough policy review calendar/plan and review policies as a regular component of regular Board meetings.
Data Source: SCHOOL Website, Annual Report, Board Minute Review Log, Board Minutes, VOA Visit Review, Governance Committee Minutes, Interview	

STANDARD 17 ANALYSIS

The School met this standard.

The School Board has an annual policy review plan.

Their review plan and process for this year included a vetting and revision process resulting in the approval of the following policies such as:

- September 2020:
 - Covid-19 policy Attendance
 - Policy 506 Student Discipline
 - Policy 515 Protection and Privacy of Pupil Records
 - Policy 526 Hazing Prohibition
 - Policy 533 Wellness, and
 - The Covid-19 Policy
- October 2020:
 - Policy 532
 - Policy 532
- November 2020:
 - 532 Use of Peace Officers and Crisis Teams
 - 401 Equal Employment Opportunity
 - 402 Disability Nondiscrimination Policy
 - 406 Public and Private Personnel Data
 - 410 Family and Medical Leave Policy
 - 412 Expense Reimbursement
 - 413 Harassment and Violence
 - 417 Chemical Use and Abuse
 - 418 Drug-Free Workplace/Drug-Free School
 - 419 Tobacco-Free Environment

- 425 Nepotism in Employment-Charter Schools
- January 2021:
 - Series 400 policies
- February 2021:
 - Policies 406 and 412
 - Policies 510 and 538
 - Policies 412 and 406
- March 2021:
 - Policies 419 and 425
 - Policy 510
 - The Enrollment Policy
 - 510 Promotion/Retention Policy
 - 419 Tobacco Free Environment Policy
 - 425 Nepotism/Anti-Nepotism Policy
- May 2021:
 - Policies 410 and 418
 - Facility Usage Policy
 - Health Insurance Policy
 - Uniform Policy
 - Policy 418 Drug-Free Workplace/Drug-Free School
 - Policy 540 Student Dress
- June 2021:
 - Electronic Policy 541
 - Policy 410 Family and Medical Leave Policy