



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

January 2023

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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 the VOA-MN Board Governance standards from July 1, 2021 – June 30, 2022, although several schools just missed getting the award because of missing one or two standards.

Harbor City International School
Spectrum High School
TrekNorth High School

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	21	34	62%
Athlos Leadership Academy	32	34	94%
Birch Grove Community School	33	34	97%
FIT Academy	33	34	97%
Green Isle Community School	31	34	88%
Harbor City International School	34	34	100%
Kaleidoscope Charter School	32	34	94%
KIPP: North Star Academy	31	34	91%
Lakes International Language Academy	32	34	94%

Naytahwaush Community Charter School	30	34	88%
New Century School	33	34	97%
PACT	33	34	97%
Schoolcraft Learning Community	31	34	91%
Southside Family Charter School	25	34	76%
Spectrum High School	34	34	100%
Twin Lakes Stem Academy	32	34	94%
TrekNorth High School	34	34	100%
Woodbury Leadership Academy	33	34	97%
Cumulative	564	612	92%
Did each school meet the majority of [INSERT] standards?	YES		
Did each school achieve at least a “Satisfactory” rating in [INSERT]? (at least 70% of points possible)	NO		

ANALYSIS: Overall, VOA-MN Schools use very effective governance practices as demonstrated by meeting most or all of the 17 standards. 3 schools met all the standards. 13/18 schools met over 90% of the standards. 16/18 met over 80% of the standards. Cumulatively, VOA-MN Schools met 92% of all standards, the same percentage as last year. 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.

One school did not meet 70% of the standards and is provided corrective feedback and technical assistance. The pandemic continued to have some impact on the work of boards. Most meetings returned to being “in person” meetings with some done in online formats.

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. VOA-MN will review the FY22 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. The two schools that did not meet the 70% threshold will receive a higher level of feedback and technical assistance. The VOA-MN Governance Analyst will also provide training on the VOA-MN standards during the year as requested. VOA-MN also provides 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. VOA-MN Governance Analyst also keeps a running record of compliance regularly throughout the year and provides friendly reminders through regular contact with school leaders/board chairs throughout the year. Finally, VOA-MN aligned the board observation rubric with connections to the Governance Standards.

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

(Reflecting the time period from July 1, 2021 – June 30, 2022)

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: Jennifer Geraghty
Email: jgeraghty@athlosstcloud.org
Phone: 320-281-4430
Board Chair: Patricia King
Email: pking@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*.		
	2-Meets	The Board structure meets bylaws and state statute.
x	1-Partially Meets	The Board did not meet requirements for the entire fiscal year.
	0-Does Not Meet	The Board structure does not meet bylaws and/or state statute.
Data Source: Annual Report, School Website, Bylaws		

STANDARD 1 ANALYSIS

The School partially met this standard. The Board did not meet statute requiring at least 5 members for the entire year.

For one meeting, the Board did not meet statute requiring of “Subd. 3.Membership criteria. (a) The ongoing charter Board of directors shall have at least five non-related members.” The Board had the December 2021 Board meeting with 4 Board members only as Rebecca Hull was no longer on the Board, the Board appointed Catherine Georgewill to the Board in January.

- State Statute: Subd. 3.Membership criteria. (a) The ongoing charter Board of directors shall have at least five non-related members and include: (1) at least one licensed teacher who is employed as a teacher at the School or provides instruction under contract between the charter School and a cooperative; (2) at least one parent or legal guardian of a student enrolled in the charter School

who is not an employee of the charter School; and (3) at least one interested community member who resides in Minnesota, is not employed by the charter School, and does not have a child enrolled in the School.

- School bylaws: The Board of Directors of the Corporation shall consist of at least five (5), but not more than seven (7) non-related members, as defined by Minn. Stat. 124E.07, and include at least one (i) licensed teacher employed by the Corporation, (ii) parent or legal guardian of an enrolled student who is not an employee, and (iii) community member who resides in Minnesota who is not employed by the Corporation or a parent or legal guardian of an enrolled student. The Board may include a majority of parents or community members as described in this paragraph, or it may have no clear majority, but it may not have a majority of teachers. A teacher may not serve as the chairperson of the Board of Directors. A teacher employed at the School who is also a parent of a child enrolled at the School is eligible for a teacher Director position and is ineligible for a parent Director position. No charter School employees shall serve on the Board other than teachers to meet the requirements of Minn. Stat. 124E.07 Subd.

Board Roster from the annual report:

1. Andrew Grimsley

Position-Vice Chair

Community Member

Governance Committee

Term Start -May 2019

Term End -April 2022

Email: agrimley@athlosstcloud.org

2. Pat King

Position-Vice Chair

Community Member

Finance Committee

Development Committee

Personal Committee

Term Start -May 2021

Term End -April 2024

Email: pking@athlosstcloud.org

3. Kerin Helmke

Position-Treasurer

Parent Member

Finance Committee

Development Committee

Term Start -May 2020

Term End -April 2023

Email: khelmke@athlosstcloud.org

4. Catherine Georgewill

Position-Member

Teacher Member
 Executive Committee
 Term Start -May 2022
 Term End -April 2025
 Email: cgeorgewill@athlosstcloud.org

5. Aaron Schwenzfeier
 Community Member
 Personnel Committee
 Term Start -Sept 2021
 Term End -April 2023
 Email: aschwenzfeier@athlosstcloud.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.		
x	2-Meets	The Board has implemented a formal plan to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education.
	1-Partially Meets	The Board has partially implemented a formal plan to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education.
	0-Does Not Meet	The Board has not implemented a formal plan to ensure Board members have the necessary knowledge.
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 utilizes regular Board meeting agendas to monitor and ensure members have the necessary knowledge in key areas and they also documented the knowledge gained by members in their annual report.

Standard 3: The Board adheres to an orientation process for bringing on new members.

x	2-Meets	The Board adheres to a thorough process for the orientation of new Board members.
	1-Partially Meets	The Board has a process for the orientation of new Board members, but it is not consistently followed.
	0-Does Not Meet	The Board does not have a membership orientation process for 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 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.		
x	2-Meets	All Board members comply with Minnesota law regarding Board training requirements.
	1-Partially Meets	One Board member did not fully comply with Minnesota law regarding Board training requirements and was removed:
	0-Does Not Meet	More than one Board member did not fully 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 a table documenting that all Board members met annual training requirements.

2020-2021 Board Member Training

Board Member	Training
Andrew Grimsley	<p>Conduct Financial Oversight- Pupil Units MN Charter Board Training and Development Grant Project May 2020</p> <p>Conduct Financial Oversight- Fund Balance MN Charter Board Training and Development Grant Project May 2020</p>
Aaron Schwenzfeier	<p>Conduct Financial Oversight- Pupil Units MN Charter Board Training and Development Grant Project May 2020</p> <p>Conduct Financial Oversight- Fund Balance MN Charter Board Training and Development Grant Project May 2020</p>
Pat King	<p>Training: Charter School Board Training- MSBA Board's Role and Responsibilities</p> <p>Financial Management Employment Policies and Practices Training Completion Date- 1-12-2022</p>

Kerin Helmke	<p>Training: Charter School Board Training- MSBA Board's Role and Responsibilities</p> <p>Financial Management Employment Policies and Practices Training Completion Date- 6-8-2020</p>
Catherine Georgwill	<p>Training: Charter School Board Training- MSBA Board's Role and Responsibilities</p> <p>Financial Management Employment Policies and Practices Training Completion Date- 6-12-2022</p>

Standard 5: The Board of Directors completes a self-evaluation each year.		
	2-Meets	The Board completes a formal self-evaluation each year.
	1-Partially Meets	The Board completes informal self-evaluations during one or more Board meeting(s).
X	0-Does Not Meet	The Board did not complete a self-evaluation.

Data Source: Board Minutes, Board Development Committee Minutes

STANDARD 5 ANALYSIS

The School did not meet this standard. There was no evidence of a self-evaluation in Board minutes.

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.		
x	2-Meets	The Board has no infractions of MN Open Meeting Law.
	1-Partially Meets	The Board has 1 infraction of MN Open Meeting Law.
	0-Does Not Meet	The Board has 2 or more infractions of MN Open Meeting Law.
Data Source: Monthly Logs of Meeting Minutes, Meeting Minutes, Interview		

STANDARD 6 ANALYSIS

Standard 7: The Board regularly reviews, updates, and approves its bylaws. The bylaws are consistent with state law.		
x	2-Meets	Bylaws are consistent with state law and the Board reviews them regularly.

	1-Partially Meets	Bylaws are consistent with state statute but have not been reviewed regularly.
	0-Does Not Meet	Bylaws are inconsistent with state statute.
Data Source: School's Website, Board Minutes, Bylaws, Interview		

The School met this standard. The Board has no infractions of MN Open Meeting Law. Monthly Board meeting minutes provide evidence that the School maintains a quorum for all Board meetings. The Board has a meeting calendar on the School website.

STANDARD 7 ANALYSIS

The School met this standard. The Board conducted a review of the bylaws at the October of 2022 Board meeting.

Standard 8: The Board of Directors adheres to Board member election requirements set forth by state statute*.		
x	2-Meets	All election requirements were met.
	0-Does Not Meet	Election requirements were not met
Data Source: Board Minutes, Bylaws, Board Policies, Interview		

STANDARD 8 ANALYSIS

The School met this standard. No elections conducted in FY22 but two Board members were appointed to fill open seats from resignations..

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.		
	2-Meets	The Board completed a formal evaluation of the School leader including all aspects of the job description.
	1-Partially Meets	The Board completed an evaluation of the School leader but not on all aspects of the job description.
X	0-Does Not Meet	The Board did not complete an annual evaluation of the School leader.
Data Source: Annual Report, Board Minutes, Committee Minutes, Board Documentation		

STANDARD 9 ANALYSIS

The School did not meet this standard. There was no evidence of the evaluation of the School leader in Board minutes.

However, the July of 2021 meeting minutes includes the following input: “A new evaluation system needs to be set up for the School leader. The personnel committee will include 2 Board members to evaluate the School leader a couple of times per year.” But evidence of the review was not found during FY22.

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	2-Meets	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.
	0-Does Not Meet	A professional development plans for the non-licensed individual(s) was not documented in the School's annual report.
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 School Director is licensed (file folder # is 373563).

Standard 11: The Board of Directors monitors the organization's adherence to Board policies.		
x	2-Meets	Meeting minutes include three or more examples of the Board monitoring the organization's adherence to Board policies.
	1-Partially Meets	Meeting minutes include one or two examples of the Board monitoring the organization's adherence to Board policies.
	0-Does Not Meet	Meeting minutes include no evidence of the Board monitoring the organization's adherence to Board policies.
Data Source: Board Meeting Minutes, Interview		

STANDARD 11 ANALYSIS

The School did not meet this standard. There were less than three instances of the Board utilizing policies in Board decisions in Board minutes.

Standard 12: The Board of Directors complies with Federal data practices law and the Minnesota Data Practices Act (Minn. Stat. Chapter 13)*.

X	2-Meets	Data practice policies are in place in accordance with state statute and staff are appropriately trained in Data Practices.
	1-Partially Meets	Data practice policies are in place in accordance with state statute but staff were not trained in Data Practices.
	0-Does Not Meet	Data practice policies are not fully in place.

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 at Athlos Academy of St. Cloud to manage private data for students and staff and for requests regarding private data. This includes the Tennesen 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 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 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.		
X	2-Meets	Meeting minutes include evidence of regular oversight of School academic performance.
	1-Partially Meets	At least half of the Board meeting minutes include evidence of oversight of School academic performance.
	0-Does Not Meet	Less than half of the Board meeting minutes or less include evidence of oversight of School academic performance.
Data Source: Board Minutes		

STANDARD 13 ANALYSIS

The School met this standard. The 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.

Evidence from monthly logs of Board minutes include:

Oct-21	Academic	Discussion around MCA scores. Jen Geraghty shared the assessment calendar. Motion to approve assessment calendar:
Dec-21	Academic	Motion to approve annual report: Pat King, 2nd Kerin Helmke, motion carries Motion to approve WBWF report as presented: Pat King, 2nd Kerin Helmke, motion carries
Mar-22	Academic	Randy shared that the reason we didn't get a 5 year because academic goals were not met

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.		
	2-Meets	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.
	1-Partially Meets	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	0-Does Not Meet	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.
Data Source: Annual Report, Board Minutes, School Data, Interview		

STANDARD 14 ANALYSIS

The School did not meet this standard. The School provided data in the School's annual report that the teacher retention rate was 48.8%, the student retention rate was 78%. The School did not report a parent satisfaction rate.

Following is the supporting information:

Teacher retention:

In FY22 the School had 57 licensed teachers, 16 left mid year, from the remaining 41 teachers 20 returned the next year, with a retention rate of 48.8%.

Student retention:

School Year	K	1	2	3	4	5	6	7	8	9	10	11	12	Attrition / Retention Rates
2015–16	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2016–17	81	72	59	52	87	67	60	0	0	0	0	0	0	N/A
2017–18	77	101	102	82	58	100	68	65	0	0	0	0	0	80% Year-Over-Year Retention
2018–19	69	74	91	92	72	51	64	58	42	0	0	0	0	73% Year-Over-Year Retention
2019-20	58	89	89	73	99	76	70	41	49	0	0	0	0	83% Year-Over-Year Retention
2020-21	70	90	88	75	100	79	68	39	43	0	0	0	0	83% Year-Over-Year Retention
2021-22	72	85	89	72	95	74	68	48	42	0	0	0	0	78% Year-Over-Year Retention

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.		
	2-Meets	The Board documents were distributed to all Board members at least 3 days prior to each Board meeting.
	1-Partially Meets	The Board documents were not distributed to all Board members one or two times.
x	0-Does Not Meet	The Board documents were not distributed to all Board members three or more times.
Data Source: Monthly Board Minute Review Logs, Board Chair Statement		

STANDARD 15 ANALYSIS

The School did not meet this standard. VOA-MN's records shows that the October packet was requested but was not received until November, the January and May packets were received 2 days prior to the meeting, and the June packet was requested but was not received until July.

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*.

	2-Meets	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.
	1-Partially Meets	Complete information is available both in a binder and on the School's website but there are 1-2 incidents of incomplete information.
X	0-Does Not Meet	Information is incomplete in the binder or on the School's website.
Data Source: School Website		

STANDARD 16 ANALYSIS

The School did not meet this standard. During routine checks of the he School's website Board meeting minutes were missing and the Board members listed on the website were not complete or accurate. The 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 Website: (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;	During routine checks minutes were not up to date. However, as of January 9, 2023, minutes were up to date: 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 Website: (2) directory information for the Board of directors and for the members of committees having Board-delegated authority;	During routine checks, incorrect, incomplete, or outdated information was found on the website. As of January 9, 2023, Board roster information was incorrect. Board chair information is

	incorrect and directory information is not listed. 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>Website</i> : (3) identifying and contact information for the School's authorizer.	https://athlosstcloud.org/about-athlos/governing-Board/#1642019569817-ac6285ae-2dfd
124E.11 Subd. 3 (b) The charter School must develop and publish, including on its <i>Website</i> , a lottery policy and process that it must use when accepting pupils by lot.	https://athlosstcloud.org/wp-content/uploads/bsk-pdf-manager/2018/12/5102-Enrollment-and-Lottery-Policy.pdf
124E.13 Subd. 3. (b) (3) post on the School <i>Website</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>Website</i> .	Could not locate on the website.
124E.12 (b) A charter Board or a cooperative of teachers that provides group health insurance coverage must establish and publish on its <i>Website</i> the policy for purchasing group health insurance coverage. A charter 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.	No Group Health Insurance coverage was found on the website.

Standard 17: The Board has a policy review calendar and reviews and updates its policies as needed or required by state law.		
	2-Meets	The Board has a thorough policy review calendar/plan and review policies as a regular component of regular Board meetings.
	1-Partially Meets	The Board has a policy review calendar/plan and reviews policies at half or fewer of the regular Board meetings.
X	0-Does Not Meet	The Board does not have a calendar/plan for policy review and/or reviews policies at half or fewer of the regular 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 did not meet this standard. There was little evidence of policy review during FY22 in Board minutes.

**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*.		
	2-Meets	The Board structure meets bylaws and state statute.
X	1-Partially Meets	The Board did not meet requirements for the entire fiscal year.
	0-Does Not Meet	The Board structure does not meet bylaws and/or state statute.
Data Source: Annual Report, School Website, Bylaws		

STANDARD 1 ANALYSIS

The School partially met this standard. There were gaps in the year due to resignations, and the Board did not always have at least 5 members.

State Statute: Subd. 3.Membership criteria. (a) The ongoing charter Board of directors shall have at least five non-related members and include: (1) at least one licensed teacher who is employed as a teacher at the School or provides instruction under contract between the charter School and a cooperative; (2) at least one parent or legal guardian of a student enrolled in the charter School who is not an employee of the charter School; and (3) at least one interested community member who resides in Minnesota, is not employed by the charter School, and does not have a child enrolled in the School.

For a period of four months, the Board did not meet the requirement of “Subd. 3.Membership criteria. (a) The ongoing charter Board of directors shall have at least five non-related members.”

Athlos Leadership Academy Board of Directors 2021-2022 for the FY22 annual report:

1. Virginia Anderson

Position-Board Secretary

Community Member

Term Start Date-November 17, 2020

Resigned-September 2, 2021

(763) 777-8942

Email: virginiaanderson1950@gmail.com

Meeting Attendance Rate: 100%

Skill Sets- Education & Special Education

2. Joy Blanchard

Position- Board Treasurer

Community Member

Term Start Date- July 1, 2019

Term End Date- June 30, 2022

(763) 777-8942

Email: jblanchard@alabpmn.org

Meeting Attendance Rate: 100%

Skill Sets- Education & Administration

3. Ann DeGroot

Position-Board Chair

Community Member

Term Start Date:-November 17, 2020

Term End Date- June 30, 2023

(763)-777-8942

Email: ann.marie.degroot@gmail.com

Meeting Attendance Rate: 100%

Skill Sets-Business, Finance, Public Policy

4. Ryan Nelson

Position- Board Member

Teacher (License #455989)

Term Start Date- March 22, 2022

Term End- June 30, 2023

(763)-777-8942

Email: ryan_nelson@alabpmn.org

Meeting Attendance Rate: 75%

Skill Sets- Education

5. Farhiyo Olow

Position- Board Member

Parent

Term Start Date- November 17, 2020

Term End Date-June 30, 2023

(763)-777-8942

farhiyo.olow@gmail.com

Meeting Attendance Rate: 0%

Skill Sets- Family Involvement, English Learner Support

6. Caroline Walker

Position- Board Secretary

Teacher (License #493909)

Term Start Date- October 5, 2021

Term End- June 30, 2023

(763)-777-8942

caroline_walker@alabpmn.org

Meeting Attendance Rate: 100%

Skill Sets- Education

From the Board meeting minutes:

- July 2021: no meeting
- August 2021: **4 members** (Virginia Anderson, Joy Blanchard, Ann DeGroot, Farxiyo Olow).
- September 2021: no quorum, no meeting.
- October 2021: 5 members (Caroline Walker appointed to fill the teacher seat). This meeting Virginia Anderson resigned.
- November: **4 members** because Virginia Anderson resigned.
- January: **4 members** (Caroline Walker, Joy Blanchard, Ann DeGroot, Farxiyo Olow).
- February: **4 members** (Caroline Walker, Joy Blanchard, Ann DeGroot, Farxiyo Olow).
- March 2022: **4 members**, Caroline Walker presented a motion to appoint Ryan Nelson to the Board to fill the seat previously held by Virginia Anderson with a term-end date of June 30, 2023.
- April 2022: 5 members (Joy Blanchard, Ann DeGroot, Caroline Walker, Ryan Nelson, Farxiyo Olow).
- May 2022: 5 members (Joy Blanchard, Ann DeGroot, Caroline Walker, Ryan Nelson, Farxiyo Olow).

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.		
X	2-Meets	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.
	1-Partially Meets	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.
	0-Does Not Meet	The Board does not have a plan to ensure Board members have the necessary knowledge.
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 utilizes regular Board meeting agendas to monitor and ensure members have the necessary knowledge in key areas and they also document the knowledge gained by members in their annual report.

Logs of monthly Board meeting minutes demonstrate the work of conducting Board development.

Oct-21	Training	New Board Member Training Courses and Orientation
Feb-22	Training	Board Trainings Today The Board decided to watch the training videos individually prior to the March Board meeting and then will discuss during the March meeting.
Mar-22	Training	Board Training- All Board members have completed their annual Board training as of today.
May-22	Training	A 2022-2023 Board Training Plan was included in today's Board packet. Caroline Walker presented a motion to approve the 2022-2023 Board Training Plan including training recommended by the Development Committee. Motion was seconded by Joy Blanchard. Motion passed unanimously.

Standard 3: The Board adheres to an orientation process for bringing on new members.		
X	2-Meets	The Board adheres to a thorough process for the orientation of new Board members.
	1-Partially Meets	The Board has a process for the orientation of new Board members, but it is not consistently followed.
	0-Does Not Meet	The Board does not have a membership orientation process for 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. Additionally, new member Ryan Nelson, appointed in the March of 2022, received initial Board orientation in the September of 2022.

The Board Development Committee mentors newer Board members to support them in their roles.

Logs of monthly Board minutes confirm that there was orientation on the agenda for the October of 2021 meeting. Additionally, new member Ryan Nelson, appointed in the March of 2022, received initial Board orientation in the September of 2022.

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.

X	2-Meets	All Board members comply with Minnesota law regarding Board training requirements.
	1-Partially Meets	One Board member did not fully comply with Minnesota law regarding Board training requirements and was removed:
	0-Does Not Meet	More than one Board member did not fully 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 a table clearly documenting that all Board members met annual training requirements.

From FY22 minutes:

Oct-21	Training	New Board Member Training Courses and Orientation
Feb-22	Training	Board Trainings Today The Board decided to watch the training videos individually prior to the March Board meeting and then will discuss during the March meeting.
Mar-22	Training	Board Training- All Board members have completed their annual Board training as of today.
May-22	Training	A 2022-2023 Board Training Plan was included in today's Board packet. Caroline Walker presented a motion to approve the 2022-2023 Board Training Plan including training recommended by the Development Committee. Motion was seconded by Joy Blanchard. Motion passed unanimously.

From the FY22 annual report:

Board Member	Training
Virginia Anderson	N/A- Resigned from the board on September 2, 2021
Joy Blanchard	<p>Training: Meet Early Learning Program Requirements Minnesota Charter Board Training and Development Grant Project Training Completion Date: 2-4-22</p> <p>Training: Meet School Nutrition Program Requirements Minnesota Charter Board Training and Development Grant Project Training Completion Date: 2-4-22</p>
Ann DeGroot	<p>Training: Meet Early Learning Program Requirements Minnesota Charter Board Training and Development Grant Project Training Completion Date: 3-22-22</p> <p>Training: Meet School Nutrition Program Requirements Minnesota Charter Board Training and Development Grant Project Training Completion Date: 3-22-22</p>
Ryan Nelson	<p>Training: Bergan KDV- Oversight of Financial Matters Training Training Completion Date- 9-21-22</p>
Farhiyo Olow	<p>Training: Meet Early Learning Program Requirements Minnesota Charter Board Training and Development Grant Project Training Completion Date:3-22-22</p> <p>Training: Meet School Nutrition Program Requirements Minnesota Charter Board Training and Development Grant Project Training Completion Date: 3-22-22</p>
Caroline Walker	<p>Training: Meet Early Learning Program Requirements Minnesota Charter Board Training and Development Grant Project Training Completion Date: 2-10-22</p> <p>Training: Meet School Nutrition Program Requirements Minnesota Charter Board Training and Development Grant Project Training Completion Date: 3-3-22</p> <p>Training: Bergan KDV- Oversight of Financial Matters Training Training Completion Date- 11-9-2021</p> <p>Training: Charter School Board Training- MSBA Board's Role and Responsibilities Financial Management Employment Policies and Practices Training Completion Date- 1-12-2022</p>

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

STANDARD 5 ANALYSIS

The School met this standard. The Board completed its self-evaluation after the April of 2022 Board meeting.

The Athlos Leadership Academy Board reported this is the process that is used: 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.		
X	2-Meets	The Board has no infractions of MN Open Meeting Law.
	1-Partially Meets	The Board has 1 infraction of MN Open Meeting Law.
	0-Does Not Meet	The Board has 2 or more 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 Board meeting minutes provide evidence that the School maintains a quorum for all Board meetings. The Board has a meeting calendar on the School website.

Standard 7: The Board regularly reviews, updates, and approves its bylaws. The bylaws are consistent with state law.		
X	2-Meets	Bylaws are consistent with state law and the Board reviews them regularly.
	1-Partially Meets	Bylaws are consistent with state statute but have not been reviewed regularly.
	0-Does Not Meet	Bylaws are inconsistent with state statute.
Data Source: School's Website, Board Minutes, Bylaws, Interview		

STANDARD 7 ANALYSIS

The School met this standard. The Board conducted a review of the bylaws at the October of 2022 Board meeti

Standard 8: The Board of Directors adheres to Board member election requirements set forth by state statute*.		
X	2-Meets	All election requirements were met.
	0-Does Not Meet	Election requirements were not met
Data Source: Board Minutes, Bylaws, Board Policies, Interview		

STANDARD 8 ANALYSIS

The School met this standard. No elections were conducted in FY22 but two Board members were appointed to fill open seats from resignations.

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.		
x	2-Meets	The Board completed a formal evaluation of the School leader including all aspects of the job description.
	1-Partially Meets	The Board completed an evaluation of the School leader but not on all aspects of the job description.
	0-Does Not Meet	The Board did not complete an annual evaluation of the School leader.
Data Source: Annual Report, Board Minutes, Committee Minutes, Board Documentation		

STANDARD 9 ANALYSIS

The School met this standard. At the April of 2022 Board meeting, a closed Board session was held to report out on the results of the annual principal evaluation. No concerns were noted.

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 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*).		
X	2-Meets	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.
	0-Does Not Meet	A professional development plans for the non-licensed individual(s) was not documented in the School's annual report.
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.

She has 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 Board policies.		
X	2-Meets	Meeting minutes include three or more examples of the Board monitoring the organization's adherence to Board policies.
	1-Partially Meets	Meeting minutes includes one or two examples of the Board monitoring the organization's adherence to Board policies.
	0-Does Not Meet	Meeting minutes include no evidence of the Board monitoring the organization's adherence to 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 that impact School finances, administrative functions, School governance, and operations.

This year they discussed adherence to a number of policies, including:

Policy 7.1- Segregation of Duties-

Policy 7.2.1-Board Approval of Vendor Contracts

Policy 7.5-Annual Audit

Policy 2.4.3- Gifts to Employees and Board Members

Policy 2.6 (Changing to 7.23)- Acceptance and Administration of Gifts to Athlos Leadership Academy

Policy 2.14-Development, Adoption, and Implementation of Policies

Policy 3.1- Record Retention/Destruction

Policy 3.2-Administration of the Minnesota Government Data Practices Act

Policy 3.3-Policy Implementation

Standard 12: The Board of Directors complies with Federal data practices law and the Minnesota Data Practices Act (Minn. Stat. Chapter 13)*.

X	2-Meets	Data practice policies are in place in accordance with state statute and staff are appropriately trained in Data Practices.
	1-Partially Meets	Data practice policies are in place in accordance with state statute but staff were not trained in Data Practices.
	0-Does Not Meet	Data practice policies are not fully in place.
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 Tennessean Warning Policy (5.7.1) defines how personal or confidential data and information will be authorized by individuals and collected. It repeats the standard Tennessean 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

Data Practices Compliance Official: Julie Brown

Standard 13: The Board of Directors provides ongoing oversight of School academic performance.		
X	2-Meets	Meeting minutes include evidence of regular oversight of School academic performance.
	1-Partially Meets	At least half of the Board meeting minutes include evidence of oversight of School academic performance.
	0-Does Not Meet	Less than half of the Board meeting minutes or less include evidence of 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. Evidence from monthly logs of Board minutes include:

Aug-21	<p>The School will provide a distance learning option to families once again this year. 2021-2022 Assessment Plan and Assessment Calendar</p> <p>Virginia Anderson presented a motion to accept the 2021-2022 Assessment Plan and Assessment Calendar. Motion was seconded by Joy Blanchard. Motion passed unanimously. 2021-2022 Development Plan for Increased Academic Proficiency</p> <p>Joy Blanchard presented a motion to accept the 2021-2022 Development Plan for Increased Academic Proficiency. Motion was seconded by Virginia Anderson. Motion passed unanimously. K-3 Literacy Plan</p> <p>Virginia Anderson presented a motion to accept the K-3 Literacy Plan. Motion was seconded by Joy Blanchard. Motion passed unanimously.</p>
Oct-21	<p>20-21 annual report</p> <p>Caroline Walker presented a motion to approve the 2020-2021 annual report. Motion was seconded by Joy Blanchard. Motion passed unanimously.</p>

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.		
	2-Meets	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.
X	1-Partially Meets	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.
	0-Does Not Meet	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.
Data Source: Annual Report, Board Minutes, School Data, Interview		

STANDARD 14 ANALYSIS

The School partially met this standard. The School provided data in the School's annual report that the teacher retention rate was 66.7%, the student retention rate was 80%, and the parent satisfaction rate was 94%.

Following is the supporting information:

Parent Satisfaction:

Each spring, Athlos Leadership Academy conducts family satisfaction surveys and employee satisfaction surveys. In 2021-2022, four hundred twenty-eight families completed surveys.

- 94% of respondents were extremely confident, quite confident or somewhat confident that the School has high standards for their student's academic achievement moving forward after the pandemic.
- 94% of respondents were extremely confident, quite confident or somewhat confident that the teachers and administrators encourage their students to learn and do their best at School.

Teacher satisfaction and retention:

From 66 teachers, 44 teachers returned, with a retention rate of 66.7%

In 2021-2022, twenty-eight Athlos administrators and teachers completed surveys.

• Assuming appropriate safety measures are in place, what is your preference in how our staff will return to School in the fall of 2022?

- 100% All In Person Learning
- 0% All Distance Learning

• I am unsure that I will receive enough support from administration in the fall of 2022 when it comes to the safety and security on our campus.

- 0% Yes
- 100% No

• I feel confident in my ability to participate in providing an e-learning model for inclement weather days or emergencies.

- 100% Extremely Confident
- 0% Somewhat Confident
- 0% Not Confident

Student retention:

School Year	Total # of K-8 Students Eligible at End of the 21-22 School Year to Return in Fall 2022	Total # of those Students who Returned at Start of 2022	Retention Rate (%)
2021-2022	800	640	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	2-Meets	The Board documents were distributed to all Board members at least 3 days prior to each Board meeting.
	1-Partially Meets	The Board documents were not distributed to all Board members one or two times.
	0-Does Not Meet	The Board documents were not distributed to all Board members three or more times.
Data Source: Monthly Board Minute Review Logs, Board Chair Statement		

STANDARD 15 ANALYSIS

The School met this standard. VOA-MN's records confirm that all packets were distributed at least 3 days prior to 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*.		
X	2-Meets	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.
	1-Partially Meets	Complete information is available both in a binder and on the School's website but there are 1-2 incidents of incomplete information.
	0-Does Not Meet	Information is incomplete in the binder or on the School's website.
Data Source: School Website		

STANDARD 16 ANALYSIS

The School met this standard. The School met this standard. The 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. Links to necessary policies and documents are 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>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;	All minutes are posted 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>Website</i> : (2) directory information for the Board of directors and for the members of committees having Board-delegated authority;	Added correctly 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>Website</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.	Admission policy with lottery: https://www.athlosbrooklynpark.org/ourpages/Policies//ALA%20Policy%205_1_1%20Admissions%20Policy%2011-30-21.pdf

<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>Available:</p> <p>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</p>
<p>124E.16 Subd. 2. Annual public reports. (a)... A charter School must post the annual report on the School's official <i>Website</i>.</p>	<p>FY21 Report currently available:</p> <p>https://4.files.edl.io/8da5/10/29/21/205141-2d7ba9c4-1165-4b73-a833-7a0662154923.pdf</p>
<p>World's Best Workforce Report</p>	<p>FY21 Report currently available</p> <p>https://4.files.edl.io/0e80/12/01/21/184045-8c628634-77e1-4637-923b-d703ddb098f9.pdf</p>
<p>124E.12 (b) A charter 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 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.athlosbrooklynpark.org/ourpages/Policies//ALA%20Policy%208_11%20Health%20Insurance%205-30-17.pdf</p>

Standard 17: The Board has a policy review calendar and reviews and updates its policies as needed or required by state law.

X	2-Meets	The Board has a thorough policy review calendar/plan and review policies as a regular component of regular Board meetings.
	1-Partially Meets	The Board has a policy review calendar/plan and reviews policies at half or fewer of the regular Board meetings.
	0-Does Not Meet	The Board does not have a calendar/plan for policy review and/or reviews policies at half or fewer of the regular 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 a thorough policy review calendar/plan and review policies as a regular component of regular Board meetings.

The Board reviewed the following policies during FY22:

- Policy 7.1- Segregation of Duties
- Policy 7.2.1-Board Approval of Vendor Contracts
- Policy 7.5-Annual Audit
- Policy 1.1.1- Statement of Mission
- Policy 2.2- Board Member Training
- Policy 2.3- Board Committees
- Policy 2.4.1-Conflict of Interest- Board of Directors
- Policy 2.4.3- Gifts to Employees and Board Members
- Policy 2.6 (Changing to 7.23)- Acceptance and Administration of Gifts to Athlos Leadership Academy
- Policy 2.7-Superintendent/Principal Hiring, Supervision and Evaluation
- Policy 2.8- Tort Liability
- Policy 2.9- Nepotism
- Policy 2.10- Board Procedures; Rules of Order
- Policy 2.11-Order of the Regular Board meeting
- Policy 2.12- Board meeting Agenda
- Policy 2.13- Consent Agendas
- Policy 2.14-Development, Adoption, and Implementation of Policies
- Policy 3.1- Record Retention/Destruction
- Policy 3.2-Administration of the Minnesota Government Data Practices Act
- Policy 3.3-Policy Implementation

**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*.		
x	2-Meets	The Board structure meets bylaws and state statute.
	1-Partially Meets	The Board did not meet requirements for the entire fiscal year.
	0-Does Not Meet	The Board structure does not meet bylaws and/or state statute.
Data Source: Annual Report, School Website, Bylaws		

STANDARD 1 ANALYSIS

The School met this standard as the Board structure meets bylaws and state statute.

- State Statute: Subd. 3.Membership criteria. (a) The ongoing charter Board of directors shall have at least five non-related members and include: (1) at least one licensed teacher who is employed as a teacher at the School or provides instruction under contract between the charter School and a cooperative; (2) at least one parent or legal guardian of a student enrolled in the charter School who is not an employee of the charter School; and (3) at least one interested community member who resides in Minnesota, is not employed by the charter School, and does not have a child enrolled in the School.
- School bylaws: The Board of Directors shall consist of no less than five and no more than seven nonrelated persons. Terms of Board members shall be three years or until a successor has been duly elected and qualified, or until the director dies, resigns, is removed or the term otherwise expires as provided by law or by the bylaws of this Corporation. Terms of Board member are staggered and governed by policy. All Board terms shall begin and end at the first meeting in February. Each seat will be up for election in January prior to its expiration. New members to the Board shall be seated at the first meeting in February, whereupon the member(s) whose term is expiring shall step down. The election of the Board of Directors shall be in compliance with the Charter School Law.

The annual report includes the Board roster:

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, 2022	Community Member	Board President	Founder	Re-elected: October, 2019	10/2019-10/2022
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		Seated September 29, 2015	01/2021-01/2023
Kathy Lawrence	Seat A - Election date: October, 2022	BGCS Parent	Member		Re-elected: October, 2019- Resigned November 21	10/2019-10/2022
Mary VanDoren		Community Member	Member	Appointed	September 21	
Sarena Nelson	Seat B - Election Date: October 2024	BGCS Parent	Secretary		Re-elected: October 2021	10/2021-10/2024

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.		
x	2-Meets	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.
	1-Partially Meets	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.
	0-Does Not Meet	The Board does not have a plan to ensure Board members have the necessary knowledge.
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 utilizes regular Board meeting agendas to monitor and ensure members have the necessary knowledge in key areas and they also documented the knowledge gained by members in their annual report.

Logs of monthly Board minutes demonstrate the work of conducting Board development.

Sep-21	Board and Director Training: MN Charter Board Training & Development – Prevent Conflicts of Interest. Tabled
Oct-21	Board and Director Training: MN Charter Board Training and Development – Prevent Conflicts of Interest. Viewed by all members.
Feb-22	Board and Director Training: MN Charter Board Training & Development – Conduct Financial Oversight of Cash Flow: Completed.
Mar-22	Board and Director Training: MN Charter Board Training & Development – Maintain Authorizer Relations
Apr-22	MN Charter Board Training & Development – Adopt a Budget: tabled until next meeting
May-22	Board and Director Training: MN Charter Board Training & Development: Adopt a Budget. Conducted.
22-Jun	Board and Director Training: MN Charter Board Training & Development – Close a Board meeting: Completed

Standard 3: The Board adheres to an orientation process for bringing on new members.		
x	2-Meets	The Board adheres to a thorough process for the orientation of new Board members.
	1-Partially Meets	The Board has a process for the orientation of new Board members, but it is not consistently followed.
	0-Does Not Meet	The Board does not have a membership orientation process for 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 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.		
X	2-Meets	All Board members comply with Minnesota law regarding Board training requirements.
	1-Partially Meets	One Board member did not fully comply with Minnesota law regarding Board training requirements and was removed:
	0-Does Not Meet	More than one Board member did not fully 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 a table clearly documenting that all Board members met annual training requirements in their annual report and meeting minutes demonstrate that training was monitored..

From FY22 minutes:

Sep-21	Board and Director Training: MN Charter Board Training & Development – Prevent Conflicts of Interest. Tabled
Oct-21	Board and Director Training: MN Charter Board Training and Development – Prevent Conflicts of Interest. Viewed by all members.
Feb-22	Board and Director Training: MN Charter Board Training & Development – Conduct Financial Oversight of Cash Flow: Completed.
Mar-22	Board and Director Training: MN Charter Board Training & Development – Maintain Authorizer Relations
Apr-22	MN Charter Board Training & Development – Adopt a Budget: tabled until next meeting
May-22	Board and Director Training: MN Charter Board Training & Development: Adopt a Budget. Conducted.
22-Jun	Board and Director Training: MN Charter Board Training & Development – Close a Board meeting: Completed

Standard 5: The Board of Directors completes a self-evaluation each year.		
x	2-Meets	The Board completes a formal self-evaluation each year.
	1-Partially Meets	The Board completes informal self-evaluations during one or more Board meeting(s).
	0-Does Not Meet	The Board did not complete a self-evaluation.
Data Source: Board Minutes, Board Development Committee Minutes		

STANDARD 5 ANALYSIS

The School met this standard. The Board self-evaluation was discussed at a Board retreat on March 24, 2022.

In addition, the Board completed a reflection during the following Board meetings: January 22, February 22, April 22, May 22, June 22.

The Board reported this is the process that is used: The 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-Board training. In addition, at the end of each Board meeting, the Board completes an evaluation of the meeting.

The Board completes a self-evaluation annually and discusses results at a Board meeting or retreat. The Board self-evaluation was discussed at a Board retreat on March 24, 2022. The Board discussed how meetings are becoming more effective when members closely follow the agenda items – this helps to keep the Board on track and time efficient. The Board is doing well on continued training since it has been built into the monthly meeting agendas.

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.		
x	2-Meets	The Board has no infractions of MN Open Meeting Law.
	1-Partially Meets	The Board has 1 infraction of MN Open Meeting Law.
	0-Does Not Meet	The Board has 2 or more 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 Board meeting minutes provide evidence that the School maintains a quorum for all Board meetings. The Board has a meeting calendar on the School website.

Standard 7: The Board regularly reviews, updates, and approves its bylaws. The bylaws are consistent with state law.		
X	2-Meets	bylaws are consistent with state law and the Board reviews them regularly.
	1-Partially Meets	bylaws are consistent with state statute but have not been reviewed regularly.
	0-Does Not Meet	bylaws are inconsistent with state statute.
Data Source: School's Website, Board Minutes, Bylaws, Interview		

STANDARD 7 ANALYSIS

The School met this standard. By-laws are reviewed annually at the BGCS Annual Meeting. The last meeting was on October, 17, 2022.

Standard 8: The Board of Directors adheres to Board member election requirements set forth by state statute*.		
x	2-Meets	All election requirements were met.
	0-Does Not Meet	Election requirements were not met
Data Source: Board Minutes, Bylaws, Board Policies, Interview		

STANDARD 8 ANALYSIS

The School met this standard. However, no elections were conducted in FY22.

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.		
x	2-Meets	The Board completed a formal evaluation of the School leader including all aspects of the job description.
	1-Partially Meets	The Board completed an evaluation of the School leader but not on all aspects of the job description.
	0-Does Not Meet	The Board did not complete an annual evaluation of the School leader.
Data Source: Annual Report, Board Minutes, Committee Minutes, Board Documentation		

STANDARD 9 ANALYSIS

The School met this standard. The evaluation took place during the August of 2021 Board meeting.

Description of evaluation: The School Director Review is conducted by the 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 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 Board prior to implementation.

The monthly Board meeting minutes includes the following:

In the August of 2021 minutes: 16 category scores were reviewed. Only two categories scored less than 5 of 5, "Oversight of Personnel" averaged 4.5, and "External Relations" averaged 4.75. The "Overall" category number 17 was 5 of 5. The School Director Goals were reviewed for 20-21 and the goals reached.

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	2-Meets	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.
	0-Does Not Meet	A professional development plans for the non-licensed individual(s) was not documented in the School's annual report.
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 of the annual report.

Standard 11: The Board of Directors monitors the organization's adherence to Board policies.		
x	2-Meets	Meeting minutes include three or more examples of the Board monitoring the organization's adherence to Board policies.
	1-Partially Meets	Meeting minutes include one or two examples of the Board monitoring the organization's adherence to Board policies.
	0-Does Not Meet	Meeting minutes include no evidence of the Board monitoring the organization's adherence to 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 that impact School finances, administrative functions, School governance, and operations.

This year they discussed adherence to a number of policies, including:

- 422 Nepotism Policy
- 413 Harassment and Violence
- 609 Religion
- Equal Employment Opportunity
- Application and Lottery Policy

Standard 12: The Board of Directors complies with Federal data practices law and the Minnesota Data Practices Act (Minn. Stat. Chapter 13)*.		
X	2-Meets	Data practice policies are in place in accordance with state statute and staff are appropriately trained in Data Practices.
	1-Partially Meets	Data practice policies are in place in accordance with state statute but staff were not trained in Data Practices.
	0-Does Not Meet	Data practice policies are not fully in place.
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/fpc/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 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.
1. 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.		
X	2-Meets	Meeting minutes include evidence of regular oversight of School academic performance.
	1-Partially Meets	At least half of the Board meeting minutes include evidence of oversight of School academic performance.
	0-Does Not Meet	Less than half of the Board meeting minutes or less include evidence of oversight of School academic performance.
Data Source: Board Minutes		

STANDARD 13 ANALYSIS

The School met this standard. The 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. Evidence from monthly logs of Board minutes include:

Jul-21	12.5 Approve Dakota Academic Consulting (E-rate) Contract: Motion to approve by Sarena Nelson, seconded by Skip Lamb. Motion carried unanimously.
Sep-21	MAPS Fall Testing: scores reviewed.
Oct-21	Motion to approve the 2020-2021 Annual and World's Best Workforce Report.
Jan-22	Teacher observations and MAPS testing are this week.
Mar-22	Accept 20-21 BGCS Academic Report from VOA: Motion to accept made by Sarena Nelson, seconded by Sara Knottski. Motion carried unanimously.

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.		
	2-Meets	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.
X	1-Partially Meets	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.
	0-Does Not Meet	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.
Data Source: Annual Report, Board Minutes, School Data, Interview		

STANDARD 14 ANALYSIS

The School partially met this standard. The School provided data in the School's annual report that the teacher retention rate was 75%, the student retention rate was 80%, and the parent satisfaction rate was 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.		
X	2-Meets	The Board documents were distributed to all Board members at least 3 days prior to each Board meeting.
	1-Partially Meets	The Board documents were not distributed to all Board members one or two times.
	0-Does Not Meet	The Board documents were not distributed to all Board members three or more times.
Data Source: Monthly Board Minute Review Logs, Board Chair Statement		

STANDARD 15 ANALYSIS

The School met this standard. VOA-MN's records confirm that all packets were distributed at least 3 days prior to 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*.		
X	2-Meets	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.
	1-Partially Meets	Complete information is available both in a binder and on the School's website but there are 1-2 incidents of incomplete information.
	0-Does Not Meet	Information is incomplete in the binder or on the School's website.
Data Source: School Website		

STANDARD 16 ANALYSIS

The School met this standard. The 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. Links to necessary policies and documents are on the School's website.

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;	All minutes added: https://www.birchgroveSchool.com/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;	On the website: https://www.birchgroveSchool.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.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://www.birchgroveSchool.com/acnt_8817/site_511375/Documents/102-2-Application-and-Lottery-Policy.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	There is no affiliated building corporation.

<p>124E.16 Subd. 2. Annual public reports. (a).... A charter School must post the annual report on the School's official <i>Website</i>.</p>	<p>FY21 Report: https://www.birchgroveSchool.com/accnt_8817/site_511375/Documents/2020-2021-Annual-and-World's-Best-Workforce-Report.pdf</p>
<p>World's Best Workforce Report</p>	<p>FY21 Report: https://tb2cdn.Schoolwebmasters.com/accnt_8817/site_511375/Documents/2020-2021-Annual-and-World's-Best-Workforce-Report.pdf</p>
<p>124E.12 (b) A charter Board or a cooperative of teachers that provides group health insurance coverage must establish and publish on its <i>Website</i> the policy for purchasing group health insurance coverage. A charter 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>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.</p>

Standard 17: The Board has a policy review calendar and reviews and updates its policies as needed or required by state law.		
X	2-Meets	The Board has a thorough policy review calendar/plan and review policies as a regular component of regular Board meetings.
	1-Partially Meets	The Board has a policy review calendar/plan and reviews policies at half or fewer of the regular Board meetings.
	0-Does Not Meet	The Board does not have a calendar/plan for policy review and/or reviews policies at half or fewer of the regular 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 a process for reviewing policies as evidenced by policy reviews and revisions noted in meeting minutes.

The Board reviewed the following policies during FY22:

- 422 Nepotism Policy
- 413 Harassment and Violence
- 609 Religion
- Equal Employment Opportunity
- Application and Lottery Policy

**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*.		
X	2-Meets	The Board structure meets bylaws and state statute.
	1-Partially Meets	The Board did not meet requirements for the entire fiscal year.
	0-Does Not Meet	The Board structure does not meet bylaws and/or state statute.
Data Source: Annual Report, School Website, Bylaws		

STANDARD 1 ANALYSIS

The School met this standard. The Board structure meets bylaws and state statute.

- State Statute: Subd. 3.Membership criteria. (a) The ongoing charter Board of directors shall have at least five non-related members and include: (1) at least one licensed teacher who is employed as a teacher at the School or provides instruction under contract between the charter School and a cooperative; (2) at least one parent or legal guardian of a student enrolled in the charter School who is not an employee of the charter School; and (3) at least one interested community member who resides in Minnesota, is not employed by the charter School, and does not have a child enrolled in the School.
- School bylaws: The ongoing charter Board of directors shall have at least five nonrelated members and include: (1) at least one licensed teacher who is employed as a teacher at the School or provides instruction under contract between the charter School and a cooperative; (2) at least one parent or legal guardian of a student enrolled in the charter School who is not an employee of the charter School; and (3) at least one interested community member who resides in Minnesota, is not employed by the charter School, and does not have a child enrolled in the School. No group may hold a majority on the Board.
- From the Annual Report

FIT Academy was governed by a seven-person Board during 2021-22 with board membership shown below:

Name	Position / Affiliation	Date Elected	Date Seated	Term Expiration	Contact Info*
Jan Markison	Parent/Vice Chair	Sept. 2018	Sept. 2018	June 2025	jmarkison@fitacademymn.org
Christopher Stookey	Parent/Vice Chair	October 2020	October 2020	June 2023	cstookey@fitacademymn.org
Shannon Baker	Teacher	May 2019	May 2019	June 2025	sbaker@fitacademymn.org
Bill Schneider	Com. Member/ Treasurer	June 2021	June 2021	June 2024	bschneider@fitacademymn.org
Angie Halama	Teacher/ Secretary	Sept. 2020	Sept. 2020	June 2023	ahalama@fitacademymn.org
Rebekah Turner	Parent	June 2021	June 2021	June 2024	rturner@fitacademymn.org
Megan Thiel foldt	Community Member	June 2021	June 2021	June 2024	mthielfoldt@fitacademymn.org
Claud Allaire	Exec. Director (ex officio)				

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.

x	2-Meets	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.
	1-Partially Meets	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.
	0-Does Not Meet	The Board does not have a plan to ensure Board members have the necessary knowledge.

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 utilizes regular Board meeting agendas to monitor and ensure members have the necessary knowledge in key areas and they also documented the knowledge gained by members in their annual report.

The annual report shows the training received by the Board:

Jan Markison, Parent & Board Chair		
Governance	1/16/19	Rod Hanenke, VOA Governance Analyst
Governance	11/20/18	Ken Thielman, Former F.I.T. Board Chair
Finance	10/17/18	Chuck Hertegen, F.I.T Finance Manager
Finance	3/18	Mindy Wachter, Bergen KDV, Board training
Governance	6/29/21	Laura Booth, Ratwik, Roszak & Maloney, PA
Finance	12/15	Mindy Wachter, Bergen KDV, Board training
Governance	7/20	Rod Haenke, VOA
Shannon Baker, Teacher		
Finance	11/19/19	Minnesota Association of Charter Schools - online
Finance	3/18/20	Mindy Wachter, Bergen KDV, Board training
Employment	11/20/19	Minnesota Association of Charter Schools course
Governance	9/16/20	Minnesota Association of Charter Schools course
Governance	6/29/21	Laura Booth, Ratwik, Roszak & Maloney, PA
Finance	12/15/2021	Mindy Wachter, Bergen KDV, Board training
Governance	7/20/2022	Rod Haenke, VOA
Christopher Stookey, Parent & Vice Chair		
Adopt Required Reports #1 WBWF Strategic	12/30/2020	https://www.mncharterboard.com
Adopt Required Reports #2 WBWF Summary	12/30/2020	https://www.mncharterboard.com
Adopt Required Reports #3 Annual Report	12/30/2020	https://www.mncharterboard.com

Financial Report Training	12/16/2020	Bergen KDV
Approve and Adopt the Budget	12/30/2020	https://www.mncharterboard.com
Employment: Develop and Use Policies	12/30/2020	https://www.mncharterboard.com
Governance	6/29/21	Laura Booth, Ratwik, Roszak & Maloney, PA
Finance	12/15/2021	Mindy Wachter, Bergen KDV, Board training
Governance	7/20/2022	Rod Haenke, VOA
Angie Halama, Teacher & Secretary		
World Best Workforce Strategic Planning -	9/21/20	https://www.mncharterboard.com
Conducting Financial Oversight- Finance	9/21/20	https://www.mncharterboard.com
Employment Law- Evaluating School Leadership	9/21/20	
Governance	6/29/21	Laura Booth, Ratwik, Roszak & Maloney, PA
Finance	12/15/2021	Mindy Wachter, Bergen KDV, Board training
Governance	7/20/2022	Rod Haenke, VOA
Bill Schneider, Community Member		
Governance	6/29/21	Laura Booth, Ratwik, Roszak & Maloney, PA
Finance	12/15/2021	Mindy Wachter, Bergen KDV, Board training
Governance	7/20/2022	Rod Haenke, VOA
Megan Thielfoldt, Community Member		
Governance	6/29/21	Laura Booth, Ratwik, Roszak & Maloney, PA
Finance	12/15/2021	Mindy Wachter, Bergen KDV, Board training
Governance	7/20/2022	Rod Haenke, VOA
Rebekah Turner, Parent		
Governance	6/29/21	Laura Booth, Ratwik, Roszak & Maloney, PA
Finance	12/15/2021	Mindy Wachter, Bergen KDV, Board training

Standard 3: The Board adheres to an orientation process for bringing on new members.		
x	2-Meets	The Board adheres to a thorough process for the orientation of new Board members.
	1-Partially Meets	The Board has a process for the orientation of new Board members, but it is not consistently followed.
	0-Does Not Meet	The Board does not have a membership orientation process for 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 adheres to a thorough process for the orientation of new Board members.

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.		
x	2-Meets	All Board members comply with Minnesota law regarding Board training requirements.
	1-Partially Meets	One Board member did not fully comply with Minnesota law regarding Board training requirements and was removed:
	0-Does Not Meet	More than one Board member did not fully 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 a table documenting that all Board members met annual training requirements.

Jan Markison, Parent & Board Chair		
Governance	1/16/19	Rod Hanenke, VOA Governance Analyst
Governance	11/20/18	Ken Thielman, Former F.I.T. Board Chair
Finance	10/17/18	Chuck Hertegen, F.I.T Finance Manager
Finance	3/18	Mindy Wachter, Bergen KDV, Board training
Governance	6/29/21	Laura Booth, Ratwik, Roszak & Maloney, PA
Finance	12/15	Mindy Wachter, Bergen KDV, Board training
Governance	7/20	Rod Haenke, VOA
Shannon Baker, Teacher		
Finance	11/19/19	Minnesota Association of Charter Schools - online
Finance	3/18/20	Mindy Wachter, Bergen KDV, Board training
Employment	11/20/19	Minnesota Association of Charter Schools course
Governance	9/16/20	Minnesota Association of Charter Schools course
Governance	6/29/21	Laura Booth, Ratwik, Roszak & Maloney, PA
Finance	12/15/2021	Mindy Wachter, Bergen KDV, Board training
Governance	7/20/2022	Rod Haenke, VOA
Christopher Stookey, Parent & Vice Chair		
Adopt Required Reports #1 WBWF Strategic	12/30/2020	https://www.mncharterboard.com
Adopt Required Reports #2 WBWF Summary	12/30/2020	https://www.mncharterboard.com
Adopt Required Reports #3 Annual Report	12/30/2020	https://www.mncharterboard.com

Jan Markison, Parent & Board Chair		
Governance	1/16/19	Rod Hanenke, VOA Governance Analyst
Governance	11/20/18	Ken Thielman, Former F.I.T. Board Chair
Finance	10/17/18	Chuck Hertegen, F.I.T Finance Manager
Finance	3/18	Mindy Wachter, Bergen KDV, Board training
Governance	6/29/21	Laura Booth, Ratwik, Roszak & Maloney, PA
Finance	12/15	Mindy Wachter, Bergen KDV, Board training
Governance	7/20	Rod Haenke, VOA
Shannon Baker, Teacher		
Finance	11/19/19	Minnesota Association of Charter Schools - online
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Governance	7/20/2022	Rod Haenke, VOA
Christopher Stookey, Parent & Vice Chair		
Adopt Required Reports #1 WBWF Strategic	12/30/2020	https://www.mncharterboard.com
Adopt Required Reports #2 WBWF Summary	12/30/2020	https://www.mncharterboard.com
Adopt Required Reports #3 Annual Report	12/30/2020	https://www.mncharterboard.com

Standard 5: The Board of Directors completes a self-evaluation each year.		
x	2-Meets	The Board completes a formal self-evaluation each year.
	1-Partially Meets	The Board completes informal self-evaluations during one or more Board meeting(s).
	0-Does Not Meet	The Board did not complete a self-evaluation.
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 meeting minutes log shows that in the June of 2022 meeting the Board reviewed the Board Reflection done in September.

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	2-Meets	The Board has no infractions of MN Open Meeting Law.
	1-Partially Meets	The Board has 1 infraction of MN Open Meeting Law.
	0-Does Not Meet	The Board has 2 or more 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 had no infractions of MN Open Meeting Law.

The Board Chair stated that the Board is diligent to follow open meeting law requirements. Monthly logs of Board meeting minutes provided evidence that the School maintained a quorum for scheduled Board meetings. There is a Board meeting calendar on the website, in addition to minutes and agendas.

Standard 7: The Board regularly reviews, updates, and approves its bylaws. The bylaws are consistent with state law.		
x	2-Meets	Bylaws are consistent with state law and the Board reviews them regularly.
	1-Partially Meets	Bylaws are consistent with state statute but have not been reviewed regularly.
	0-Does Not Meet	Bylaws are inconsistent with state statute.
Data Source: School's Website, Board Minutes, Bylaws, Interview		

STANDARD 7 ANALYSIS

The School met this standard. The monthly log of Board meeting minutes shows that in the December of 2021 meeting the Board conducted an annual review of the bylaws, and in the April of 2022 meeting the Board conducted a review of the bylaws to reflect MDE requirements related to officer indemnification.

Standard 8: The Board of Directors adheres to Board member election requirements set forth by state statute*.		
x	2-Meets	All election requirements were met.
	0-Does Not Meet	Election requirements were not met
Data Source: Board Minutes, Bylaws, Board Policies, Interview		

STANDARD 8 ANALYSIS

The School met this standard. The election was held on a day when School was in session and there was more than 30 day's notice.

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 10, 2022 School was in session.
A charter School must notify eligible voters of the Board election dates at least 30 days before the election.	Date of notice: March 16, 2022 Date of election: May 10, 2022 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.

From the minutes:

Jan-22	"Planning for Board elections Election committee: Christopher, Angie, Megan, Rebekah Jan to find positions that are up for election this year"
Feb-22	Planning for Board elections- Christopher will be sending out a meeting invite to the committee to get that started
Mar-22	Election Timeline Proposal: (for 3 elec ons: 1 teacher and 1 parent/ other spot it open) March Board Meeting- review and approve elec on procedures After March Board Meeting- Send out "call for new Board members" - Angie March- April- (Co-Chair since Jan is up for reelection will respond and vet applicants- answer questions, collect bios). -Christopher May 1st - Create Ballots - Angie Tuesday May 10th- Election (e-ballots and in person open) - Angie create and sends out Wednesday May 11th- Election Committee count ballots and announce winners
May-22	Update on plan for Board elections - election closes at 6:00

From the annual report:

Board elections were held to elect new Board members for the 2022-23 School year. Board elections were held electronically on May 18, 2022. We had five candidates running for three seats. Jan Markison and Shannon Baker were elected to return to the Board while Tiffany Taylor was elected as a new parent Board member.

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.		
x	2-Meets	The Board completed a formal evaluation of the School leader including all aspects of the job description.
	1-Partially Meets	The Board completed an evaluation of the School leader but not on all aspects of the job description.
	0-Does Not Meet	The Board did not complete an annual evaluation of the School leader.
Data Source: Annual Report, Board Minutes, Committee Minutes, Board Documentation		

STANDARD 9 ANALYSIS

The School met this standard. The Board completed a formal evaluation of the School leader. The Board meeting minutes shows the following:

Feb-22	Planning for evaluation of the Executive Director- committee will review rubric to evaluate the director and present to Board at March meeting
Mar-22	Evaluation of Executive Director- tabled
Apr-22	Evaluation of Executive Director- will be discussed in agenda G Discussion employment offer to the Executive Director

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*).		
x	2-Meets	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.
	0-Does Not Meet	A professional development plans for the non-licensed individual(s) was not documented in the School's annual report.
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 Board policies.		
x	2-Meets	Meeting minutes include three or more examples of the Board monitoring the organization's adherence to Board policies.
	1-Partially Meets	Meeting minutes include one or two examples of the Board monitoring the organization's adherence to Board policies.
	0-Does Not Meet	Meeting minutes include no evidence of the Board monitoring the organization's adherence to 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.

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 Board meeting minutes includes the following:

Aug-21	Pledge of allegiance policy reviewed and approved.
Sep-21	Review and approval of policy 413 Harassment & Violence Moved: Bill Second: Shannon Vote: 6-0
Oct-21	Annual review & approval of policies 506 Student discipline & 514 Bullying Prevention – no changes to either
Dec-21	Review and approval of policy 516 Student Medication
Jan-22	Policy 522 Student Sex Non-discrimination
Feb-22	Approval of new policies 440 and 625
Mar-22	Yearly approval of policy 616 School District Accountability
Apr-22	Review of policy 440 Staff Tuition Reimbursement Review and approval of policy 806 on Crisis Management
May-22	b. Review and approval of policy 530 Enrollment Moved to approve: Jan Second: Megan Vote: 6-0 c. Review and approval of policy 410 Family leave Moved to approve: Bill Second: Christopher Vote: 6-0

Standard 12: The Board of Directors complies with Federal data practices law and the Minnesota Data Practices Act (Minn. Stat. Chapter 13)*.		
X	2-Meets	Data practice policies are in place in accordance with state statute and staff are appropriately trained in Data Practices.
	1-Partially Meets	Data practice policies are in place in accordance with state statute but staff were not trained in Data Practices.
	0-Does Not Meet	Data practice policies are not fully in place.
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 practice policies are in place in accordance with state statute and staff are appropriately trained in Data Practices.

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 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 August Board meeting minutes includes the following information:

- Data practices designees are: Claud Allaire and Markinson.

Standard 13: The Board of Directors provides ongoing oversight of School academic performance.		
X	2-Meets	Meeting minutes include evidence of regular oversight of School academic performance.
	1-Partially Meets	At least half of the Board meeting minutes include evidence of oversight of School academic performance.
	0-Does Not Meet	Less than half of the Board meeting minutes or less include evidence of 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.

Additional evidence of monitoring the academic program and student results referenced in the following meeting minutes or Director's Report such as:

Aug-21	Director's report "this year's focus is on students' education." Literacy plan approved.
Sep-21	Academics: Overview of Assessment Calendar, MCA & Fastbridge Data, & Academic Plan Review and approval of Board plan for academic oversight- tabled
Oct-21	Academics: Review and discussion related to MCA scores and state accountability system. Review of Annual Report & WBWF – Tabled to November
Jan-22	Update on 2021 MCA results 2019 to 2021: Math and science proficiency increased; we were the only School in the area to do this. Reading dropped in line with state and surrounding Schools
Feb-22	Winter FastBridge Academic Testing is complete, parent teacher conferences are complete
Mar-22	Director's Report: we are up for renewal with Volunteers of America (our authorizer) and we were renewed for the longest amount of time that can be offered which is five years. This is very good news. We are also in the process of staffing for next year, with the goal of high retention.
22-Jun	Review of Fastbridge assessment results

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	2-Meets	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.
	1-Partially Meets	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.
	0-Does Not Meet	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.
Data Source: Annual Report, Board Minutes, School Data, Interview		

STANDARD 14 ANALYSIS

The School met this standard. The School provided data in the School's annual report that the teacher retention rate was 88.9%, the student retention rate was 84%, and the parent satisfaction rate was 90.2%.

Teachers retention: out of 27 licensed teachers. 24 returned the next year.

The School had 51 parents responding and had a 90.2% rate as satisfied or very satisfied.

Sep-21	Review of staff & family COVID survey- the majority of staff and families that responded to the surveys (99 people) were supportive of our current COVID plan
Mar-22	Plan for family, staff, and student surveys
Apr-22	Review of family, staff, and student surveys- our family results were better than ever, staff need to be more in the loop on leadership style and structure of the leadership team. Claud, Tamra, Angie, and Shannon reviewed and discussed these surveys at length and are making recommendations based on results.

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.		
	2-Meets	The Board documents were distributed to all Board members at least 3 days prior to each Board meeting.
X	1-Partially Meets	The Board documents were not distributed to all Board members one or two times.
	0-Does Not Meet	The Board documents were not distributed to all Board members three or more times.
Data Source: Monthly Board Minute Review Logs, Board Chair Statement		

STANDARD 15 ANALYSIS

The School partially met this standard. VOA-MN's records show that the July and May packets were received 2 days prior to the meeting.

Note from the School: May packet went out at 6:20 a.m 2 days prior.

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*.

X	2-Meets	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.
	1-Partially Meets	Complete information is available both in a binder and on the School's website but there are 1-2 incidents of incomplete information.
	0-Does Not Meet	Information is incomplete in the binder or on the School's website.
Data Source: School Website		

STANDARD 16 ANALYSIS

The School met this standard. The 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. Links to necessary policies and documents are on the School's website.

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;	All minutes are on the website https://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;	Board members are on the website https://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/
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 policy: http://fitacademymn.org/wp-content/uploads/delightful-downloads/2018/02/530-Enrollment-Policy-Procedures-11_08_17.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	Not applicable.
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> .	On the website https://fitacademymn.org/families/
124E.12 (b) A charter 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 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.	On the website https://fitacademymn.org/?download=12183

Standard 17: The Board has a policy review calendar and reviews and updates its policies as needed or required by state law.		
X	2-Meets	The Board has a thorough policy review calendar/plan and review policies as a regular component of regular Board meetings.
	1-Partially Meets	The Board has a policy review calendar/plan and reviews policies at half or fewer of the regular Board meetings.
	0-Does Not Meet	The Board does not have a calendar/plan for policy review and/or reviews policies at half or fewer of the regular 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 has a process for reviewing policies as evidenced by policy reviews and revisions noted in meeting minutes.

The Board reviewed the following policies during FY22:

- Pledge of Allegiance Policy
- Harassment and Violence Policy
- Student Discipline Policy
- Bullying Prevention Policy
- Student Medication Policy
- Student Sex Non-discrimination Policy
- School District Accountability Policy
- Staff Tuition Reimbursement Policy
- Crisis Management Policy
- Enrollment Policy
- Family 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

Administrator: Serenity Cox
Email: serenity.cox@greenislecommunitySchool.org

Phone: 507-326-7144

Academic Director: Lindsay Paschke
Email: lindsay.paschke@greenislecommunitySchool.org
Phone: 507-326-7144

Board Chair: Nick Pollack
Email: goldplows@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*.		
X	2-Meets	The Board structure meets bylaws and state statute.
	1-Partially Meets	The Board did not meet requirements for the entire fiscal year.
	0-Does Not Meet	The Board structure does not meet bylaws and/or state statute.
Data Source: Annual Report, School Website, Bylaws		

STANDARD 1 ANALYSIS

The School met this standard. The Board structure meets bylaws and state statute. The Board roster is located on the Website and in the annual report.

- State Statute: Subd. 3.Membership criteria. (a) The ongoing charter Board of directors shall have at least five non-related members and include: (1) at least one licensed teacher who is employed as a teacher at the School or provides instruction under contract between the charter School and a cooperative; (2) at least one parent or legal guardian of a student enrolled in the charter School who is not an employee of the charter School; and (3) at least one interested community member who resides in Minnesota, is not employed by the charter School, and does not have a child enrolled in the School.
- School bylaws: The Board of Directors consists of the following non-related voting members: 1. At least one Teacher Representative* 2. At least one Parent Representative* 3. At least one At-large Community Representative* 4. 5-9 Voting Members Total *According to 2009 Minnesota Statute 124D.10

From the annual report:

Name	Seat Type (teacher, parent, community)	Officer or Member	Elected (E) or Appoint-ed (A) & Date	Date Seated	Term Expir- ation	Phone	E-Mail	Attend- ance Rate (perce- nt)
Nick Pollack	Board Chair	Parent Member	5/13	7/13	6/20	612-756-1874	Pollack.nick@mygics.org	59%
Kayla Simek	Board Secretary	Parent Member	09/19	09/19	06/20	952-913-7144	Simek.Kayla@mygics.org	100%
Colleen Zieher	Treasurer	Community Member	2/17	3/17	6/19	612-708-3113	Zieher.colleen@mygics.org	92%
Holly Harjes	Board Member	Community Member	6/20	7/20	6/24	507-326-3961	harjes.holly@mygics.org	100%
Amanda Horstmann	Board Member	Parent Member	5/21	7/21	6/24		horstmann.amanda@mygics.org	100%
Dianna Frauendies	Board Member	Teacher Member	2/22	2/22	6/24	507-326-7144	dianna.frauendies@mygics.org	100%
Lindsay Paschke	Ex-Officio	Academic Director				952-486-9286	Paschke.lindsay@mygics.org	100%
Honey Burg	Ex-Officio	Business Manager				507-326-7144	honey.burg@mygics.org	100%
Serenity Cox	Ex-Officio	Administrative				507-326-7144	serenity.cox@mygics.org	100%
DeAnna Stevens	Ex-Officio	CKCC Director					deanna.stevens@mygics.org	92%

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.		
X	2-Meets	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.
	1-Partially Meets	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.
	0-Does Not Meet	The Board does not have a plan to ensure Board members have the necessary knowledge.
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 utilizes regular Board meeting agendas to monitor and ensure members have the necessary knowledge in key areas and they also documented the knowledge gained by members in their annual report.

Both the annual report and the Board meeting minutes log show the training received by the Board.

From the Board meeting minutes:

Jul-21	<ul style="list-style-type: none"> 11.1 Board Development Plan FY 22 and Education (Presentations and discussions according to the Board's annual plan) <p>Training by Zeiher (source: MNCharterBoard.com) attended by all current Board members. New Members required courses: Governance, Finance and Employment</p> <p>One (1) course must be completed within 6 months of entering a Board, all (3) must be completed within 12 months. Sprow and Horstmann must begin by 1/2022 and complete by 7/2022</p>
Aug-21	<p>12. Board Development Plan</p> <ul style="list-style-type: none"> Zeiher presented results of an internal Board survey that revealed where our Board self identified areas to improve and areas we have strengths evident.

Dec-21	Board Training: Governance. This training will be sent to all Board members in an electronic form to be viewed on their own time, we plan to review together at the next regular Board meeting.
Jan-22	Board Training: Reviewed Governance from last month and this month is School Policy. Policy training packet provided to all current Board members.
Feb-22	February Board Training: Charter Law- completed by everyone attending the Board meeting
22-Jun	Board workshop: Job Descriptions- The various roles of each staff member and their job descriptions presented by Serenity Cox

Standard 3: The Board adheres to an orientation process for bringing on new members.		
X	2-Meets	The Board adheres to a thorough process for the orientation of new Board members.
	1-Partially Meets	The Board has a process for the orientation of new Board members, but it is not consistently followed.
	0-Does Not Meet	The Board does not have a membership orientation process for 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 an orientation process for bringing on new members.

The process is documented in the annual report as follows:

All new Board members are given a binder of information. The binder includes:

- Green Isle Community School By-Laws
- The Role of the Board

- The Basics: Checklist for Answering Quality & Accountability
- A Board Member's Approach to the Job
- Frequently Asked Questions
- Green Isle Community School Governance Policies

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.		
X	2-Meets	All Board members comply with Minnesota law regarding Board training requirements.
	1-Partially Meets	One Board member did not fully comply with Minnesota law regarding Board training requirements and was removed:
	0-Does Not Meet	More than one Board member did not fully 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 a table documenting that all Board members met annual training requirements.

Initial Training Completed by Board Members in 2021-2022

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)
Amanda Horstmann		MACS 10/21	
Diana Frauendienst		MACS 06/22	

Annual Training Completed by Ongoing Board Members in SY 2021-2022

Board Member Name	Training Topic	Date of Training	Trainer
Nick Pollack, Colleen Zeiher, Kayla Simek, Lindsay Passchke, Cassie Sprow, Holly Harjes, Amanda Horstmann, Serenity Cox, DeAnna Stevens, Honey Burg, Rod Haenke	In-Service-Roles, Expectations, Procedures	7/19/2021	Nick Pollack, Serenity Cox
Nick Pollack, Colleen Zeiher, Kayla Simek, Lindsay Passchke, HollyHarjes, Amanda Horstmann, Serenity Cox, Honey Burg, Rod Haenke	In-Service: Audit	9/20/2021	Honey Burg
Nick Pollack, Colleen Zeiher, Kayla Simek, Lindsay Passchke, HollyHarjes, Amanda Horstmann, Serenity Cox, DeAnna Stevens, Honey Burg	In-Service: School Finance	10/18/2021	Honey Burg
Colleen Zeiher, Kayla Simek, Lindsay Passchke, HollyHarjes, Amanda Horstmann, Serenity Cox, DeAnna Stevens, Honey Burg	In-Service: Open Meeting Law	11/15/2021	Serenity Cox www.mncharterboard.com
Kayla Simek, Lindsay Passchke, HollyHarjes, Amanda Horstmann, Serenity Cox, DeAnna Stevens, Honey Burg	In-Service: School Governance	12/20/2021	Serenity Cox
Nick Pollack, Colleen Zeiher, Kayla Simek, Lindsay Passchke, HollyHarjes, Amanda Horstmann, Serenity Cox, DeAnna Stevens, Honey Burg	In-Service: School Policy	1/17/2022	Serenity Cox
Colleen Zeiher, Kayla Simek, Lindsay Passchke, HollyHarjes, Amanda Horstmann, Dianna Frauendienst, Serenity Cox, DeAnna Stevens, Honey Burg	In-Service: Charter Law	2/22/2022	Serenity Cox

Nick Pollack, Colleen Zeiher, Kayla Simek, Lindsay Passchke, HollyHarjes, Amanda Horstmann, Dianna Frauendiesnt, Serenity Cox, DeAnna Stevens, Honey Burg	In-Service: Annual Meeting	3/21/2022	Serenity Cox / Nick Pollack
Nick Pollack, Colleen Zeiher, Kayla Simek, Lindsay Passchke, HollyHarjes, Amanda Horstmann, Dianna Frauendiesnt, Serenity Cox, DeAnna Stevens, Honey Burg	In-Service: MCA's	4/19/2022	Lindsay Paschke
Nick Pollack, Colleen Zeiher, Kayla Simek, Lindsay Passchke, HollyHarjes, Amanda Horstmann, Dianna Frauendiesnt, Serenity Cox, DeAnna Stevens, Honey Burg	In-Service: Job Descriptions	6/20/2022	Serenity Cox

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

STANDARD 5 ANALYSIS

The School met this standard. The Board completes a self-evaluation annually. The self-evaluation was completed and returned to the Board Chair by March 14, 2022.

The Board has a Board reflection survey document to help conduct self-evaluations. The Board meeting minutes log shows the following:

Aug-21	The Board reviewed results of an internal Board survey that revealed where the Board self identified areas to improve and areas where strengths are evident.
Feb-22	Board Self-Evaluation All Board members to fill out and return to Chairman by Mar 14, 2022

Apr-22	Board Self-Evaluations FY22; results of self evaluation will be presented to Board once compilation is complete
May-22	Board Self-Evalution results-tabled to next meeting
22-Jun	Board Self-Evaluation: results presented

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.		
X	2-Meets	The Board has no infractions of MN Open Meeting Law.
	1-Partially Meets	The Board has 1 infraction of MN Open Meeting Law.
	0-Does Not Meet	The Board has 2 or more 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 has no infractions of MN Open Meeting Law.

Monthly logs of Board meeting minutes provided evidence that the School maintained a quorum for scheduled Board meetings. There is a Board meeting calendar on the website, in addition to minutes and agendas.

Standard 7: The Board regularly reviews, updates, and approves its bylaws. The bylaws are consistent with state law.		
	2-Meets	bylaws are consistent with state law and the Board reviews them regularly.
X	1-Partially Meets	bylaws are consistent with state statute but have not been reviewed regularly.
	0-Does Not Meet	bylaws are inconsistent with state statute.
Data Source: School's Website, Board Minutes, Bylaws, Interview		

STANDARD 7 ANALYSIS

The School partially met this standard. Bylaws have not been updated since 2018 or reviewed since 2020. There was no evidence of bylaw review in FY22 Board minutes.

Standard 8: The Board of Directors adheres to Board member election requirements set forth by state statute*.		
X	2-Meets	All election requirements were met.
	0-Does Not Meet	Election requirements were not met
Data Source: Board Minutes, Bylaws, Board Policies, Interview		

STANDARD 8 ANALYSIS

The School met this Standard. The election was held on a day that School was in session and there was more than 30 days' notice.

Minnesota Statutes 124E.07 Subdivision 2	Evidence
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Requirements	
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 16, 2022 School was in session.
A charter School must notify eligible voters of the Board election dates at least 30 days before the election.	Date of notice: April 07, 2022 Date of election: May 10, 2022 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.		
x	2-Meets	The Board completed a formal evaluation of the School leader including all aspects of the job description.
	1-Partially Meets	The Board completed an evaluation of the School leader but not on all aspects of the job description.
	0-Does Not Meet	The Board did not complete an annual evaluation of the School leader.
Data Source: Annual Report, Board Minutes, Committee Minutes, Board Documentation		

STANDARD 9 ANALYSIS

The School met this standard. The Board conducted Mid-Year Leadership reviews in the December of 2021 and end of year were completed in the May of 2022.

Information from the School: The Board conducted Mid-Year Leadership reviews in the December of 2021 and end of year were completed in May.

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	2-Meets	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.
	0-Does Not Meet	A professional development plans for the non-licensed individual(s) was not documented in the School's annual report.
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. A professional development plan for the non-licensed individual(s) was documented in the School's annual report. Professional development plans were discussed at the September Board meeting.

Information from the School: PD plans were discussed at the September Board meeting and was submitted to VOA-MN via email.

Standard 11: The Board of Directors monitors the organization's adherence to Board policies.		
x	2-Meets	Meeting minutes include three or more examples of the Board monitoring the organization's adherence to Board policies.
	1-Partially Meets	Meeting minutes includes one or two examples of the Board monitoring the organization's adherence to Board policies.
	0-Does Not Meet	Meeting minutes include no evidence of the Board monitoring the organization's adherence to 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.

The Board meeting minutes includes the following:

- Student Injury Policy
- Early Enrollment Policy
- Data Practices Policy
- Public Private Personnel Data Policy
- Acceptance Of Gifts Policy

Standard 12: The Board of Directors complies with Federal data practices law and the Minnesota Data Practices Act (Minn. Stat. Chapter 13)*.		
X	2-Meets	Data practice policies are in place in accordance with state statute and staff are appropriately trained in Data Practices.
	1-Partially Meets	Data practice policies are in place in accordance with state statute but staff were not trained in Data Practices.
	0-Does Not Meet	Data practice policies are not fully in place.
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 practice policies are in place in accordance with state statute and staff are appropriately trained in Data Practices.

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.

The data team for FY22 was:

Data Practices Compliance Officer: Nick Pollack Board Chair of Green Isle Community School
Employee Data Privacy Designee: Lindsay Paschke Academic Director for Green Isle Community School

Student Data Privacy Designee: Serenity Cox, Administrator for Green Isle Community School

Data Security/Breach Designee: Honey Burg, Business and Operations Director

Standard 13: The Board of Directors provides ongoing oversight of School academic performance.		
X	2-Meets	Meeting minutes include evidence of regular oversight of School academic performance.
	1-Partially Meets	At least half of the Board meeting minutes include evidence of oversight of School academic performance.
	0-Does Not Meet	Less than half of the Board meeting minutes or less include evidence of 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.

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.

The Board meeting minutes log includes the following:

Aug-21	Academic and Performance Plans: testing updates Curriculum Planning: teachers meet monthly for this purpose. Online Learning: looked into possible partnerships for this in the future. Academic Assessment Plan: Pashke gave an overview. Safe Learning Plan: reviewed.
Sep-21	Academic Director- see attached report from Lindsay Paschke. Curriculum Request: Razz Kids & Generation Genius discussed.
Oct-21	Motion to approve WBWF & Annual report
Dec-21	Academic Director: see attached report from Lindsay Paschke
Mar-22	Academic Director: see attached report from Lindsay Paschke.

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	2-Meets	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.
	1-Partially Meets	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.
	0-Does Not Meet	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.

Data Source: Annual Report, Board Minutes, School Data, Interview

STANDARD 14 ANALYSIS

The School met this standard. The School provided data in the School's annual report that the teacher satisfaction rate was 99.32% and the teacher retention rate was 100%, the student retention rate was 100%, and the parent satisfaction rate was 99.8%.

The Board meetings monthly log mentioned in the April of 2022 Board meeting that Family Surveys, Student Surveys and Staff Surveys were completed and reported to the Board.

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.		
	2-Meets	The Board documents were distributed to all Board members at least 3 days prior to each Board meeting.
	1-Partially Meets	The Board documents were not distributed to all Board members one or two times.
X	0-Does Not Meet	The Board documents were not distributed to all Board members three or more times.
Data Source: Monthly Board Minute Review Logs, Board Chair Statement		

STANDARD 15 ANALYSIS

The School did not meet this standard. VOA-MN's records show that July, August, September, December, March and May packets were received on the day of the meeting. November and April packets were received one day 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*.

X	2-Meets	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.
	1-Partially Meets	Complete information is available both in a binder and on the School's website but there are 1-2 incidents of incomplete information.
	0-Does Not Meet	Information is incomplete in the binder or on the School's website.

Data Source: School Website

STANDARD 16 ANALYSIS

The School met this standard. The 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. Links to necessary policies and documents are 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>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 of FY22 are on the website https://www.greenislecommunitySchool.org/blank-page

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 and process that it must use when accepting pupils by lot.	https://www.greenislecommunitySchool.org/gics-policies-copy-2
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.greenislecommunitySchool.org/Board-financials-copy
World's Best Workforce	https://drive.google.com/drive/folders/1ONnM6OBQc5fS0Q2lpoOnK44izekEY-R-
124E.12 (b) A charter 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 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.	Link not found.

Standard 17: The Board has a policy review calendar and reviews and updates its policies as needed or required by state law.		
X	2-Meets	The Board has a thorough policy review calendar/plan and review policies as a regular component of regular Board meetings.
	1-Partially Meets	The Board has a policy review calendar/plan and reviews policies at half or fewer of the regular Board meetings.
	0-Does Not Meet	The Board does not have a calendar/plan for policy review and/or reviews policies at half or fewer of the regular 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 a process for reviewing policies as evidenced by policy reviews and revisions noted in meeting minutes.

The Board reviewed the following policies during FY22:

- Student Injury Policy
- Early Enrollment Policy
- Data Practices Policy
- Public Private Personnel Data Policy
- Acceptance Of Gifts Policy+

**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*.		
X	2-Meets	The Board structure meets bylaws and state statute.
	1-Partially Meets	The Board did not meet requirements for the entire fiscal year.
	0-Does Not Meet	The Board structure does not meet bylaws and/or state statute.
Data Source: Annual Report, School Website, Bylaws		

STANDARD 1 ANALYSIS

The School met this standard. The Board structure meets bylaws and state statute.

- State Statute: Subd. 3.Membership criteria. (a) The ongoing charter Board of directors shall have at least five non-related members and include: (1) at least one licensed teacher who is employed as a teacher at the School or provides instruction under contract between the charter School and a cooperative; (2) at least one parent or legal guardian of a student enrolled in the charter School who is not an employee of the charter School; and (3) at least one interested community member who resides in Minnesota, is not employed by the charter School, and does not have a child enrolled in the School.
- What do the School Bylaws say about membership:

Section 2. Number, Tenure and Qualifications

The initial Board shall be as stated in the Articles of Incorporation, and each Director on the initial Board of Directors shall serve until the Corporation becomes operational. Beginning in May 2010, the BOD shall be composed of 7 unrelated members. At all times, the BOD shall consist of no fewer than 4 licensed teachers employed by the school, 2 parents and 1 non-parent community member who is not employed by the school. Beginning in May 2011, the BOD shall be composed of 9 members and consist of no fewer than 5 licensed teachers employed by the

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school, 3 parent members and 1 non-parent community member who is not employed by the school. The chief financial officer and chief administrator are ex-officio nonvoting Board members.

• School Board Governance

Board Members for the 2021-2022 School Year

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	Treasurer	2019	2025	218-722-7574	bcarroll@harborcityschool.org
Aryn	Bergsven	Teacher	Secretary	2020	2023	218-722-7574	abergsven@harborcityschool.org
Krissa	Boman	Teacher	Member	2022	2025	218-722-7574	kboman@harborcityschool.org
Blair	Powless	Parent	Member	2021	2024	218-722-7574	bpowless@harborcityschool.org
Victoria	Tracy	Community	Member	2021	2024	218-722-7574	vtracy@harborcityschool.org
Pam	Gipe	Parent	Vice chair	2020	2023	218-722-7574	pgipe@harborcityschool.org
Brian	Lukasavitz	Parent	Member	2022	2025	218-722-7574	blukasavitz@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

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.		
X	2-Meets	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.
	1-Partially Meets	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.
	0-Does Not Meet	The Board does not have a plan to ensure Board members have the necessary knowledge.
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 utilizes regular Board meeting agendas to monitor and ensure members have the necessary knowledge in key areas and they also documented the knowledge gained by members in their annual report.

2021-2022 Harbor City International Board Members

A. Blair Powless	Parent member	powl0002@d.umn.edu	EIA	2021-2024	6/18/21 VOA	6/18/21 VOA	6/18/21 VOA	5/20/21 HCIS Finances
B. Sarah Lindahl Chair	Teacher member	slindahl@harborcityschool.org	Executive (C), academic advisory, Board Development, Director Review (C)	2015-2018 2018-2021 2021-2024	10/17/2015 HCIS MACS	10/17/2015 HCIS MACS	10/17/2015 HCIS 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
C. Liz Holte	Teacher member Holte to replace Langr 8/19 Langr:Teacher	eholte@harborcityschool.org	Board development, Executive, EIA	2019-2021 2021-2024	6/17/20 MACS	11/19/19 MACS	4/21/20 MACS	11/21/19 Open Meeting Law 5/21/20 HCIS finance

	member appointed 5/18 to fill Totten-Hall seat. Leaving 5/19. 2021-2024							training 9/17/20 HCIS Finance Training 6/17/20 Financial documents training
D.Patrick Schmalz (Appointed 2/27/20) Treasurer	Parent member Warren Taylor resigned 2/27/2020. Replaced by appointment on 2/27/20.	pjschmalz@yahoo.com	Finance	2019-2022	9/16/20 MACS	6/23/30 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
E. Tina Stoneburner	Teacher member	tstoneburner@harborcityschool.org	Strategic Planning	2019-2022	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

F. Bethany Carroll Vice Chair	Teacher Member Replacement appointed 8/20/20 to replace Robert who resigned from HCIS	bcarroll@harborcityschools.org	Finance, Executive Committee, EIA committee, Strategic Planning Committee	2019-2022	5/5/2021 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
G. Pam Gipe	Parent Member	pamelagipe@gmail.com		2020-2023	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
H. Aryn Bergsven Secretary	Teacher member	abergsven@harborcityschools.org	Executive, Strategic Planning	2020-2023	11/17/2020 VOA	11/17/2020 VOA	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

I.Victoria Tracy	Tracy seated October 28, 2021 Skip Sandman took Communit y Member Seated in February 2021 to replace Amanda Ashbach who resigned 10/20. Sandman was voted off for lack of attendance.			2020- 2023 Ashbach Resigned 10/20 Sandman removed				
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Standard 3: The Board adheres to an orientation process for bringing on new members.		
X	2-Meets	The Board adheres to a thorough process for the orientation of new Board members.
	1-Partially Meets	The Board has a process for the orientation of new Board members, but it is not consistently followed.
	0-Does Not Meet	The Board does not have a membership orientation process for 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.

X	2-Meets	All Board members comply with Minnesota law regarding Board training requirements.
	1-Partially Meets	One Board member did not fully comply with Minnesota law regarding Board training requirements and was removed:
	0-Does Not Meet	More than one Board member did not fully 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's annual report provided evidence for initial and ongoing training completed by each Board member.

2021-2022 Harbor City International Board Members

A. Blair Powless	Parent member	powl0002@d.umn.edu	EIA	2021-2024	6/18/21 VOA	6/18/21 VOA	6/18/21 VOA	5/20/21 HCIS Finances
B. Sarah Lindahl Chair	Teacher member	slindahl@harborcityschool.org	Executive (C), academic advisory, Board Development, Director Review (C)	2015-2018 2018-2021 2021-2024	10/17/2015 HCIS MACS	10/17/2015 HCIS MACS	10/17/2015 HCIS 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
C. Liz Holte	Teacher member Holte to replace Langr 8/19 Langr:Teacher member appointed 5/18 to fill Tottenham Hall seat. Leaving	eholte@harborcityschool.org	Board development, Executive, EIA	2019-2021 2021-2024	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

	5/19. 2021-2024							Financial document s training
D.Patrick Schmalz (Appointed 2/27/20) Treasurer	Parent member Warren Taylor resigned 2/27/2020. Replaced by appointme nt on 2/27/20.	pjschmalz@ yahoo.com	Finance	2019- 2022	9/16/20 MACS	6/23/30 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 document s training
E. Tina Stoneburner	Teacher member	tstoneburner @harborcity School.org	Strategic Planning	2019- 2022	6/1/19 MACS	10/21/1 9 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 document s training
F. Bethany Carroll Vice Chair	Teacher Member Replaceme nt	bcarroll@har borcitySchoo l.org	Finance, Executive Committee, EIA committee, Strategic	2019- 2022	5/5/202 1 MACS	2/23/21 MACS	1/27/21 MACS	9/17/20 HCIS Finance Training 5/20/21

	appointed 8/20/20 to replace Robert who resigned from HCIS		Planning Committee					HCIS Finance Training 6/17/20 Financial document s training
G. Pam Gipe	Parent Member	pamelagipe@gmail.com		2020-2023	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 document s training
H. Aryn Bergsven Secretary	Teacher member	abergsven@harborcitySchool.org	Executive, Strategic Planning	2020-2023	11/17/2020 VOA	11/17/2020 VOA	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 document s training
I. Victoria Tracy	Tracy seated October 28, 2021 Skip			2020-2023 Ashbach Resigned 10/20				

	<p>Sandman took Community Member Seated in February 2021 to replace Amanda Ashbach who resigned 10/20. Sandman was voted off for lack of attendance.</p>			<p>Sandman removed</p>				
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Standard 5: The Board of Directors completes a self-evaluation each year.		
X	2-Meets	The Board completes a formal self-evaluation each year.
	1-Partially Meets	The Board completes informal self-evaluations during one or more Board meeting(s).
	0-Does Not Meet	The Board did not complete a self-evaluation.
Data Source: Board Minutes, Board Development Committee Minutes		

STANDARD 5 ANALYSIS

The School met this standard. The Board completes a self-evaluation annually. The monthly Board meetings log mentions that in the March of 2022 Board meeting the Board Self-Review Survey was shared with the Board to complete before the next meeting, and the results were reviewed in the April of 2022 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	2-Meets	The Board has no infractions of MN Open Meeting Law.
	1-Partially Meets	The Board has 1 infraction of MN Open Meeting Law.
	0-Does Not Meet	The Board has 2 or more 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. The Board meeting calendar is on the School website, in addition to up to date agendas and minutes.

Monthly logs of Board meeting minutes provided evidence that the School maintained a quorum for scheduled Board meetings. A special meeting was held on January 14th, 2022, a portion of the meeting was closed for preliminary consideration of allegations or charges against an employee pursuant to Minnesota Statutes, section 13D.05, subdivision 2(b).

Standard 7: The Board regularly reviews, updates, and approves its bylaws. The bylaws are consistent with state law.		
X	2-Meets	Bylaws are consistent with state law and the Board reviews them regularly.
	1-Partially Meets	Bylaws are consistent with state statute but have not been reviewed regularly.
	0-Does Not Meet	Bylaws are inconsistent with state statute.
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. Each Board member has a binder and digital version of bylaws and School office binder contains the bylaws.

Byways on the website were last reviewed on August 19, 2014. However the monthly Board meeting minutes log shows that bylaws were reviewed in the August, October, January, March, April and May meetings.

Standard 8: The Board of Directors adheres to Board member election requirements set forth by state statute*.		
X	2-Meets	All election requirements were met.
	0-Does Not Meet	Election requirements were not met
Data Source: Board Minutes, Bylaws, Board Policies, Interview		

STANDARD 8 ANALYSIS

The School met this standard. The Board election was held on a day while School was in session and there was more than 30-days' notice.

The annual report includes the following timeline for the elections:

- October - December: recruitment - election announcement and candidacy process
- November - candidacy invitation, application
- December - election notice - need elector emails for voting, process
- February 2 -16 - election window (simplyvoting.com)
 - February 2 - launch election, share candidate info/ballots
 - February 16 - close election
 - February 16 contact candidates
 - February 17 - announce results at annual meeting

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.		
X	2-Meets	The Board completed a formal evaluation of the School leader including all aspects of the job description.
	1-Partially Meets	The Board completed an evaluation of the School leader but not on all aspects of the job description.
	0-Does Not Meet	The Board did not complete an annual evaluation of the School leader.
Data Source: Annual Report, Board Minutes, Committee Minutes, Board Documentation		

STANDARD 9 ANALYSIS

The School met this standard. The monthly Board meetings minutes note that the evaluation of the School leader was conducted in a closed meeting on April 11, 2022. The results were approved in the May meeting.

Evidence from the Board meetings minutes log:

	<p>Director Review Committee</p> <ul style="list-style-type: none"> ○ Minutes ○ Schedule a time for a closed meeting to review the director. April 2022 <p>The director review was completed with the closed Director Review meeting held on April 11.</p>
Mar-22	<p>March 2022</p> <p>All surveys turned in and synthesized into documents for the Board to review before filling out the Board survey for reviewing the director. Please review all documents and complete your Board survey before the closed meeting to evaluate the director. At the closed meeting Sarah will have a template for a review letter, a review document to give the director and we will discuss the review and the director's performance during the past year.</p>
Apr-22	Schedule a time for a closed meeting to review the director.

May-22	<ul style="list-style-type: none"> ○ VOTE Motion by Aryn Bergsven to approve the 2022-2023 Director Results as written in the attached document Seconded by Bethany Carroll ■ Those in favor: All (9-0) ■ Those opposed: None
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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	2-Meets	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.
	0-Does Not Meet	A professional development plans for the non-licensed individual(s) was not documented in the School's annual report.
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 Board policies.		
x	2-Meets	Meeting minutes include three or more examples of the Board monitoring the organization's adherence to Board policies.
	1-Partially Meets	Meeting minutes includes one or two examples of the Board monitoring the organization's adherence to Board policies.
	0-Does Not Meet	Meeting minutes include no evidence of the Board monitoring the organization's adherence to Board policies.
Data Source: Board Meeting Minutes, Interview		

STANDARD 11 ANALYSIS

The School met this standard. The Board is thorough in reviewing and applying operational policies at all Board meetings.

Examples of operational policies reviewed and applied during FY22:

- Board Policy Review and Adoption
- Accountability of the Director
- Asset Protection
- Tuition Reimbursement
- FMLA
- Whistleblower
- Grading
- Release Time for Religious Events & Rel. Accommodation
- Audit
- Safekeeping of investments
- Insurance Coverage
- Equal Education Opportunity
- Board Election Policy
- Gifts
- Drug-Free Workplace/Drug-Free School
- Drug/Tobacco-Free Environment
- Student Medicine in School
- Electronic Transfer of Funds

Standard 12: The Board of Directors complies with Federal data practices law and the Minnesota Data Practices Act (Minn. Stat. Chapter 13)*.

X	2-Meets	Data practice policies are in place in accordance with state statute and staff are appropriately trained in Data Practices.
	1-Partially Meets	Data practice policies are in place in accordance with state statute but staff were not trained in Data Practices.
	0-Does Not Meet	Data practice policies are not fully in place.
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 practice policies are in place in accordance with state statute and staff are appropriately trained in Data Practices.

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 Tennessean 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 Tennessean 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 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 Lindhahl

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.

Data practice team:

- Responsible Authority: Tim Tydlacka
- Data Practice Designee: Dawn Buck
- Data Practices Compliance Official: Sarah Lindhahl

Standard 13: The Board of Directors provides ongoing oversight of School academic performance.		
X	2-Meets	Meeting minutes include evidence of regular oversight of School academic performance.
	1-Partially Meets	At least half of the Board meeting minutes include evidence of oversight of School academic performance.
	0-Does Not Meet	Less than half of the Board meeting minutes or less include evidence of 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.

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	2-Meets	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.
	1-Partially Meets	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.
	0-Does Not Meet	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.
Data Source: Annual Report, Board Minutes, School Data, Interview		

STANDARD 14 ANALYSIS

The School met this standard. The School provided data in the School's annual report that the teacher retention rate was 93.75%, the student retention rate was 93.2%, and the parent satisfaction rate was 82.8%.

Retention rate data: 138/148 possible returning students = 0.932 or 93.2%

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	2-Meets	The Board documents were distributed to all Board members at least 3 days prior to each Board meeting.
	1-Partially Meets	The Board documents were not distributed to all Board members one or two times.
	0-Does Not Meet	The Board documents were not distributed to all Board members three or more times.
Data Source: Monthly Board Minute Review Logs, Board Chair Statement		

STANDARD 15 ANALYSIS

The School met this standard. VOA-MN's records confirm that all packets were distributed at least 3 days prior to 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*.		
X	2-Meets	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.
	1-Partially Meets	Complete information is available both in a binder and on the School's website but there are 1-2 incidents of incomplete information.
	0-Does Not Meet	Information is incomplete in the binder or on the School's website.
Data Source: School Website		

STANDARD 16 ANALYSIS

The School met this standard. The 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. Links to necessary policies and documents are 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;	Minutes up to date https://sites.google.com/a/harborcitySchool.org/hcis-School-Board/home/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;	Done. https://docs.google.com/document/d/1UPC17CGKPD1g0_yNgsRmMbgSNw2mD5mC3T-YvKWESjg/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.	Done 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.	Done 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>Website</i> .	FY21 Report is the most recent 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	FY21 is posted https://docs.google.com/document/d/11cf7j_CPzLBmMF8CWVqhpKdc5juZRwjpxy3P0WmNiXQ/edit
124E.12 (b) A charter 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 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.	The Health Insurance purchasing policy is Policy 4.3.1 and the specifics are in the Employee Handbook (https://docs.google.com/document/d/16wUEBu-E5Z-xUqEKbILXORaj-KF7PhVUU7sTuSAMu-0/edit) and published on the Website.

Standard 17: The Board has a policy review calendar and reviews and updates its policies as needed or required by state law.		
X	2-Meets	The Board has a thorough policy review calendar/plan and review policies as a regular component of regular Board meetings.
	1-Partially Meets	The Board has a policy review calendar/plan and reviews policies at half or fewer of the regular Board meetings.

	0-Does Not Meet	The Board does not have a calendar/plan for policy review and/or reviews policies at half or fewer of the regular 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 a process for reviewing policies as evidenced by policy reviews and revisions noted in meeting minutes.

Example of policies reviewed:

- The Pledge of Allegiance Policy
- Title 1 policy
- Masking During Covid-19 Pandemic Policy
- Data Practices
- Public Private Personnel Data
- Acceptance Of Gifts
- Employee Benefits
- Salary & Wage Compensation
- Transfer of Educational Records
- Bullying & Cyber Bullying
- Hazing Prohibition Policy
- Cyberbullying
- Student fee requirements and prohibition
- Board Member Training
- Student Transportation

**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: Amy Erendu

Email: aerendu@kcsmn.org

Phone: 612-501-5231

Board Chair: Matt Roberts

Email: mroberts@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*.		
X	2-Meets	The Board structure meets bylaws and state statute.
	1-Partially Meets	The Board did not meet requirements for the entire fiscal year.
	0-Does Not Meet	The Board structure does not meet bylaws and/or state statute.
Data Source: Annual Report, School Website, Bylaws		

STANDARD 1 ANALYSIS

The School met this standard. The Board structure meets bylaws and state statute.

- State Statute: Subd. 3.Membership criteria. (a) The ongoing charter school Board of directors shall have at least five non-related members and include: (1) at least one licensed teacher who is employed as a teacher at the school or provides instruction under contract between the charter school and a cooperative; (2) at least one parent or legal guardian of a student enrolled in the charter school who is not an employee of the charter school; and (3) at least one interested community member who resides in Minnesota, is not employed by the charter school, and does not have a child enrolled in the school.
- What do the School Bylaws say about membership:

Section 2. Number, Tenure and Qualifications. The Board of Directors shall have no less than five (5) nor more than nine (9) members. There shall be a maximum of four (4) Directors that are licensed teachers who are employed as a teacher at the school or provide instruction under contract between the charter school and a cooperative; a maximum of four (4) Directors (not related by blood or marriage) that are parent(s) or legal guardian(s) of a student(s) enrolled in the charter school who is not an employee of the charter school; and one (1) Director that is a

community member who resides in Minnesota, is not employed by the charter school, and does not have a child(ren) enrolled in the school. There shall be no clear majority on the Board.

Board roster from the Annual Report

Name	Seat Type	Officer or Member	Area(s) of Expertise	Elected (E) or Appointed (A) and Date	Date Seated	Term Expiration	E-Mail	Attendance Rate (Percent)
Roberts, Matt	Parent	Chair	Program Evaluation/ Data Analysis	E	June 2020	May 2023	mroberts@kcsmn.org	16/16 100%
Burda, Layla	Parent	Secretary	Business Manage./ Finances	E	June 2019	May 2022	lburda@kcsmn.org	13/15 87%
Ziesmer, Deby	Community Member	Treasurer	Educational Systems/ Finances	E	June 2021	May 2024	dziesmer@kcsmn.org	16/16 100%
Algaard, Julie	Teacher	Member	Special Education/ Curriculum	E	June 2021	Resigned Oct. 2021	jalgaard@kcsmn.org	5/5 100%
Anton, Dana	Parent	Member	Security/ Govern.	E	June 2020	May 2023	danton@kcsmn.org	16/16 100%
Burton, Bridget	Teacher	Member	Middle School/LA/ Social Studies	A (11/22/21)	Dec. 2021	Resigned Jan. 2022	bburton@kcsmn.org	2/2 100%
Christenson, Joshua	Parent	Member		E	June 2022	May 2025	jchristenson@kcsmn.org	1/1 100%
Drager, Anne	Teacher	Member	High School/ Math.	E	June 2021	Resigned Oct. 2021	adrager@kcsmn.org	5/6 83%
Ellingson, Amanda	Teacher	Member	Elementary Education/ Curriculum	A (10/28/21)	Dec. 2021	May 2022	aellingson@kcsmn.org	9/9 100%
Jepson, Allison	Teacher	Member	Special Education/ Curriculum	E	June 2021	May 2024	ajepson@kcsmn.org	15/16 94%
Milani, Craig	Parent	Member	Information/ Technology Systems	A (05/25/21)	June 2021	May 2022	cmilani@kcsmn.org	15/15 100%

Name	Seat Type	Officer or Member	Area(s) of Expertise	Elected (E) or Appointed (A) and Date	Date Seated	Term Expiration	E-Mail	Attendance Rate (Percent)
Suess, Renee	Teacher	Member	Elementary Education/ Curriculum	E	June 2020	May 2023	rsuess@kcsmn.org	14/16 88%
Weber, Amie	Teacher	Member	Special Education/ Curriculum	E	June 2022	May 2025	aweber@kcsmn.org	1/1 100%

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.		
X	2-Meets	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.
	1-Partially Meets	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.
	0-Does Not Meet	The Board does not have a plan to ensure Board members have the necessary knowledge.
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 utilizes regular board meeting agendas to monitor and ensure members have the necessary knowledge in key areas and they also documented the knowledge gained by members in their annual report.

Standard 3: The Board adheres to an orientation process for bringing on new members.		
X	2-Meets	The Board adheres to a thorough process for the orientation of new Board members.
	1-Partially Meets	The Board has a process for the orientation of new Board members, but it is not consistently followed.
	0-Does Not Meet	The Board does not have a membership orientation process for 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 are provided a digital Board Binder. This document provides some background information and references to the rules and laws that guide Charter Schools and their Boards. Annual and new board training are also provided through local partners and the Minnesota Association of Charter Schools. Board members are also invited to participate in collaboration sessions and the annual conference hosted by Volunteers of America.

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.		
X	2-Meets	All Board members comply with Minnesota law regarding Board training requirements.
	1-Partially Meets	One Board member did not fully comply with Minnesota law regarding Board training requirements and was removed:
	0-Does Not Meet	More than one Board member did not fully 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 documentation and in their annual report documenting that all board members met annual training requirements.

Board Training for 2021-2022 for New Board Members
Initial Training Completed by Board Members in 2021-2022

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)
Deby Ziesmer	Course 100: Welcome to the World of Charter School Governance - Role and Responsibilities MACS January 22, 2022	Course 200: Charter School Finances - A Public Trust MACS June 22, 2021	Course 300: Employment in Charter Schools MACS June 23, 2021
Craig Milani	Course 100: Welcome to the World of Charter School Governance - Role and Responsibilities MACS January 22, 2022	Course 200: Charter School Finances - A Public Trust MACS June 22, 2021	Course 300: Employment in Charter Schools MACS June 23, 2021
Julie Algaard	Course 100: Welcome to the World of Charter School Governance - Role and Responsibilities MACS January 22, 2022	Course 200: Charter School Finances - A Public Trust MACS June 22, 2021	Course 300: Employment in Charter Schools MACS June 23, 2021
Anne Drager	Course 100: Welcome to the World of Charter School Governance - Role and Responsibilities MACS January 22, 2022	Course 200: Charter School Finances - A Public Trust MACS June 22, 2021	Course 300: Employment in Charter Schools MACS June 23, 2021
Amanda Ellingson	N/A	N/A	N/A

Board Training for 2021-2022 for Ongoing Board Members
Annual Training Completed by Board Members in FY21

Board Member Name	Training Topic	Date of Training	Trainer
All Board Members	Governance	July 13, 2021	VOA
All Board Members	Strategic Planning	July 13, 2021	Big River Group
All Board Members	Finance	July 13, 2021	Dieci
All Board Members	Expansion	Aug. 27, 2021	JB Vang
All Board Member	Bonding	Oct. 6, 2021	Truist

Standard 5: The Board of Directors completes a self-evaluation each year.		
x	2-Meets	The Board completes a formal self-evaluation each year.
	1-Partially Meets	The Board completes informal self-evaluations during one or more board meeting(s).
	0-Does Not Meet	The Board did not complete a self-evaluation.
Data Source: Board Minutes, Board Development Committee Minutes		

STANDARD 5 ANALYSIS

The school met this standard. The monthly board meeting minutes log shows that in the February 2022 board meeting the Board discussed using the current self-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.		
X	2-Meets	The Board has no infractions of MN Open Meeting Law.
	1-Partially Meets	The Board has 1 infraction of MN Open Meeting Law.
	0-Does Not Meet	The Board has 2 or more 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 has no infractions of MN Open Meeting Law. The school website has a board meeting calendar, in addition to meeting agendas and minutes. 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.		
X	2-Meets	Bylaws are consistent with state law and the Board reviews them regularly.
	1-Partially Meets	Bylaws are consistent with state statute but have not been reviewed regularly.
	0-Does Not Meet	Bylaws are inconsistent with state statute.
Data Source: School's Website, Board Minutes, Bylaws, Interview		

STANDARD 7 ANALYSIS

The School met this standard. Bylaws are consistent with state statute and last reviewed on August 25, 2022. Each board member has a binder and digital version of bylaws and school office binder contains the bylaws.

Bylaws can be found at:

<https://4.files.edl.io/aebf/09/03/22/161920-964c6e56-b2b7-438f-bf82-f123e674ef91.pdf>

Standard 8: The Board of Directors adheres to Board member election requirements set forth by state statute*.		
X	2-Meets	All election requirements were met.
	0-Does Not Meet	Election requirements were not met
Data Source: Board Minutes, Bylaws, Board Policies, Interview		

STANDARD 8 ANALYSIS

The School met this standard. The school met all election requirements including the 30 day notice, that the election was held when school was in session, and that eligible voters were encouraged to vote.

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 9-13, 2022
A charter school must notify eligible voters of the school board election dates at least 30 days before the election.	Date of notice: February 24, 2022 Date of election: May 9-13, 2022 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.		
X	2-Meets	The Board completed a formal evaluation of the school leader including all aspects of the job description.
	1-Partially Meets	The Board completed an evaluation of the school leader but not on all aspects of the job description.
	0-Does Not Meet	The Board did not complete an annual evaluation of the school leader.
Data Source: Annual Report, Board Minutes, Committee Minutes, Board Documentation		

STANDARD 9 ANALYSIS

The School met this standard. The monthly board meeting minutes log confirms that on May 26, 2022 the Board conducted an end-of-year evaluation of the school director.

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*).		
X	2-Meets	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.
	0-Does Not Meet	A professional development plans for the non-licensed individual(s) was not documented in the school's annual report.
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 was a licensed K-12 Principal in Minnesota (file folder # 407168). 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.		
X	2-Meets	Meeting minutes include three or more examples of the Board monitoring the organization's adherence to school Board policies.
	1-Partially Meets	Meeting minutes includes one or two examples of the Board monitoring the organization's adherence to school Board policies.
	0-Does Not Meet	Meeting minutes include no evidence 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:

- Internet & Educational Network Safety & Acceptable Use
- Monitoring Director Performance
- Treatment of Students & Families
- Student Discipline
- 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 Participation
- Student Representative to the Board
- Communication and Support to the Board
- 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
- Wellness Policy
- Organization of School Calendar and School Day
- Instructional Services for Special Education
- Field Trips
- Crisis Management
- Family/Staff Survey Sub-Committee
- Graduation Requirements
- Electronic Fund Transfers
- Public School Fee
- Dress Code
- Student Sex Nondiscrimination

Standard 12: The Board of Directors complies with Federal data practices law and the Minnesota Data Practices Act (Minn. Stat. Chapter 13)*.		
X	2-Meets	Data practice policies are in place in accordance with state statute and staff are appropriately trained in Data Practices.
	1-Partially Meets	Data practice policies are in place in accordance with state statute but staff were not trained in Data Practices.
	0-Does Not Meet	Data practice policies are not fully in place.
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 practice policies are in place in accordance with state statute and staff are appropriately trained in Data Practices.

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:

School Appointed DPA Responsible Authority (RA) (Wendi Foss, Director of Business Operations)
School DPA Designated Authority (DA) (Amy Erendu, Interim Executive Director)
School Appointed DPA Responsible Authority (RA) (Matthew Roberts, Board Chair)

Standard 13: The Board of Directors provides ongoing oversight of school academic performance.		
X	2-Meets	Meeting minutes include evidence of regular oversight of school academic performance.
	1-Partially Meets	At least half of the board meeting minutes include evidence of oversight of school academic performance.
	0-Does Not Meet	Less than half of the board meeting minutes or less include evidence of 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.

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.

	2-Meets	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.
X	1-Partially Meets	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.
	0-Does Not Meet	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.

Data Source: Annual Report, Board Minutes, School Data, Interview

STANDARD 14 ANALYSIS

The school partially met this standard. While the student retention rate was 81.5% and the parent satisfaction rate was 91%, the teacher retention rate was 53%.

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	2-Meets	The Board documents were distributed to all Board members at least 3 days prior to each board meeting.
	1-Partially Meets	The Board documents were not distributed to all Board members one or two times.
	0-Does Not Meet	The Board documents were not distributed to all Board members three or more times.
Data Source: Monthly Board Minute Review Logs, Board Chair Statement		

STANDARD 15 ANALYSIS

The School met this standard. The Board Chair confirmed that documents were distributed to all Board members at least 3 days prior to 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*.		
	2-Meets	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.
X	1-Partially Meets	Complete information is available both in a binder and on the school's website but there are 1-2 incidents of incomplete information.
	0-Does Not Meet	Information is incomplete in the binder or on the school's website.
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 located in the school office records room for public access and all board members have digital access to it. Links to necessary policies and documents are on the school's website.

The following table demonstrates compliance with posting statutory requirements 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;	Up to date https://www.kcsmn.org/apps/pages/meetings-agendas-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;	On the website https://www.kcsmn.org/apps/pages/meet-our-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.	https://www.kcsmn.org/apps/pages/who-we-are
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.	On the website https://4.files.edl.io/0a5c/08/27/21/161527-807a02a2-75eb-41a8-a27a-b211637db3bd.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	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	Policy 414 is Employee Health Insurance. https://4.files.edl.io/1232/08/27/21/161314-16bdb8da-f4df-40ca-979e-52346ca1575c.pdf

opened at the same time. Upon opening the proposals according to the school or cooperative policy, the proposals become public data under chapter 13.	
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Standard 17: The Board has a policy review calendar and reviews and updates its policies as needed or required by state law.		
X	2-Meets	The Board has a thorough policy review calendar/plan and review policies as a regular component of regular board meetings.
	1-Partially Meets	The Board has a policy review calendar/plan and reviews policies at half or fewer of the regular board meetings.
	0-Does Not Meet	The Board does not have a calendar/plan for policy review and/or reviews policies at half or fewer of the regular 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 a process for reviewing policies as evidenced by policy reviews and revisions noted in meeting minutes.

Examples of policies reviewed:

- Internet & Educational Network Safety & Acceptable Use
- Monitoring Director Performance
- Treatment of Students & Families
- Student Discipline
- 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 Participation
- Student Representative to the Board
- Communication and Support to the Board
- 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
- Wellness Policy
- Organization of School Calendar and School Day
- Instructional Services for Special Education
- Field Trips
- Crisis Management
- Family/Staff Survey Sub-Committee
- Graduation Requirements
- Electronic Fund Transfers
- Public School Fee
- Dress Code
- Student Sex Nondiscrimination

**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

Board Chair: Nicole Daniels
Email: nicole.danielsen@gmail.com

Phone: (612) 287-9700

Margie Soran (partial year)
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*.		
X	2-Meets	The Board structure meets bylaws and state statute.
	1-Partially Meets	The Board did not meet requirements for the entire fiscal year.
	0-Does Not Meet	The Board structure does not meet bylaws and/or state statute.
Data Source: Annual Report, School Website, Bylaws		

STANDARD 1 ANALYSIS

The School met this standard. The Board structure meets bylaws and state statute.

- State Statute: Subd. 3.Membership criteria. (a) The ongoing charterBoard of directors shall have at least five non-related members and include: (1) at least one licensed teacher who is employed as a teacher at the School or provides instruction under contract between the charter School and a cooperative; (2) at least one parent or legal guardian of a student enrolled in the charter School who is not an employee of the charter School; and (3) at least one interested community member who resides in Minnesota, is not employed by the charter School, and does not have a child enrolled in the School.
- What do the School Bylaws say about membership: At all times, the Board of Directors shall consist of not less than five (5) or more than thirteen (13) members.

2021-2022 KIPP Minnesota Board

Name	Position	Group	Elected	Term Start	Term End	Email	Attendance
Kristine Straumann	Treasurer	Community	6/13/2018	6/1/2011	6/1/2024	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 Daniels	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%
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	6/1/2021	6/1/2024	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%
Averi Turner		Teacher	9/22/2021	9/22/2021	6/1/2024	aturner@kipppminnesota.org	88%
Aquila Collins		Community	10/28/2019	6/1/2019	6/1/2022	aquilarcollins@gmail.com	88%
Rita Gordon		Parent	5/25/2022	6/1/2022	6/2/2024	njeridh@gmail.com	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.

X	2-Meets	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.
	1-Partially Meets	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.
	0-Does Not Meet	The Board does not have a plan to ensure Board members have the necessary knowledge.
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 utilizes regular Board meeting agendas to monitor and ensure members have the necessary knowledge in key areas and they also documented the knowledge gained by members in their annual report.

Information in the FY22 annual report includes a complete table for all the training received by the Board.

Name	Type of Activity	Date	Location
	KIPP MN IDI Diversity, Equity, and Inclusion Board Training	July 2021	
Kristine Straumann	Audit Training	Jan 2022	KIPP North Star, 5034 Oliver Ave N, Minneapolis, MN

	KIPP MN IDI Diversity, Equity, and Inclusion Board Training	July 2021	
Lisa Roath	Audit Training	Jan 2022	KIPP North Star, 5034 Oliver Ave N, Minneapolis, MN
	KIPP MN IDI Diversity, Equity, and Inclusion Board Training	July 2021	
Trent Bowman	Audit Training	Jan 2022	KIPP North Star, 5034 Oliver Ave N, Minneapolis, MN
	KIPP MN IDI Diversity, Equity, and Inclusion Board Training	July 2021	
Nicole Daniels	Audit Training	Jan 2022	KIPP North Star, 5034 Oliver Ave N, Minneapolis, MN
	KIPP MN IDI Diversity, Equity, and Inclusion Board Training	July 2021	
Renee Uzong	Audit Training	Jan 2022	KIPP North Star, 5034 Oliver Ave N, Minneapolis, MN
	KIPP MN IDI Diversity, Equity, and Inclusion Board Training	July 2021	
John Slifer	Audit Training	Jan 2022	KIPP North Star, 5034 Oliver Ave N, Minneapolis, MN
	KIPP MN IDI Diversity, Equity, and Inclusion Board Training	July 2021	
Margie Soran	Audit Training	Jan 2022	KIPP North Star, 5034 Oliver Ave N, Minneapolis, MN
	KIPP MN IDI Diversity, Equity, and Inclusion Board Training	July 2021	
Paul Muldoon	Audit Training	Jan 2022	KIPP North Star, 5034 Oliver Ave N, Minneapolis, MN
	KIPP MN IDI Diversity, Equity, and Inclusion Board Training	July 2021	
Kojo Amoo-Gottfried	Audit Training	Jan 2022	KIPP North Star, 5034 Oliver Ave N, Minneapolis, MN

	KIPP MN IDI Diversity, Equity, and Inclusion Board Training	July 2021	
Averi Turner	Audit Training	Jan 2022	KIPP North Star, 5034 Oliver Ave N, Minneapolis, MN
	KIPP MN IDI Diversity, Equity, and Inclusion Board Training	July 2021	
Aquila Collins	Audit Training	Jan 2022	KIPP North Star, 5034 Oliver Ave N, Minneapolis, MN
	KIPP MN IDI Diversity, Equity, and Inclusion Board Training	July 2021	
Rita Gordon	Audit Training	Jan 2022	KIPP North Star, 5034 Oliver Ave N, Minneapolis, MN

Standard 3: The Board adheres to an orientation process for bringing on new members.		
x	2-Meets	The Board adheres to a thorough process for the orientation of new Board members.
	1-Partially Meets	The Board has a process for the orientation of new Board members, but it is not consistently followed.
	0-Does Not Meet	The Board does not have a membership orientation process for 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 FY22 annual report confirmed that the Board of Directors 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.

X	2-Meets	All Board members comply with Minnesota law regarding Board training requirements.
	1-Partially Meets	One Board member did not fully comply with Minnesota law regarding Board training requirements and was removed:
	0-Does Not Meet	More than one Board member did not fully 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 FY22 annual report include evidence of required training received by the Board members.

Name	Type of Activity	Date	Location
	KIPP MN IDI Diversity, Equity, and Inclusion Board Training	July 2021	
Kristine Straumann	Audit Training	Jan 2022	KIPP North Star, 5034 Oliver Ave N, Minneapolis, MN

Lisa Roath	KIPP MN IDI Diversity, Equity, and Inclusion Board Training	July 2021	KIPP North Star, 5034 Oliver Ave N, Minneapolis, MN
	Audit Training	Jan 2022	
Trent Bowman	KIPP MN IDI Diversity, Equity, and Inclusion Board Training	July 2021	KIPP North Star, 5034 Oliver Ave N, Minneapolis, MN
	Audit Training	Jan 2022	
Nicole Danielsen	KIPP MN IDI Diversity, Equity, and Inclusion Board Training	July 2021	KIPP North Star, 5034 Oliver Ave N, Minneapolis, MN
	Audit Training	Jan 2022	
Renee Uzong	KIPP MN IDI Diversity, Equity, and Inclusion Board Training	July 2021	KIPP North Star, 5034 Oliver Ave N, Minneapolis, MN
	Audit Training	Jan 2022	
John Slifer	KIPP MN IDI Diversity, Equity, and Inclusion Board Training	July 2021	KIPP North Star, 5034 Oliver Ave N, Minneapolis, MN
	Audit Training	Jan 2022	
Margie Soran	KIPP MN IDI Diversity, Equity, and Inclusion Board Training	July 2021	KIPP North Star, 5034 Oliver Ave N, Minneapolis, MN
	Audit Training	Jan 2022	
Paul Muldoon	KIPP MN IDI Diversity, Equity, and Inclusion Board Training	July 2021	KIPP North Star, 5034 Oliver Ave N, Minneapolis, MN
	Audit Training	Jan 2022	
Kojo Amoo-Gottfried	KIPP MN IDI Diversity, Equity, and Inclusion Board Training	July 2021	KIPP North Star, 5034 Oliver Ave N, Minneapolis, MN
	Audit Training	Jan 2022	
Averi Turner	KIPP MN IDI Diversity, Equity, and Inclusion Board Training	July 2021	KIPP North Star, 5034 Oliver Ave N, Minneapolis, MN
	Audit Training	Jan 2022	
Aquila Collins	KIPP MN IDI Diversity, Equity, and Inclusion Board Training	July 2021	KIPP North Star, 5034 Oliver Ave N, Minneapolis, MN
	Audit Training	Jan 2022	
Rita Gordon	KIPP MN IDI Diversity, Equity, and Inclusion Board Training	July 2021	KIPP North Star, 5034 Oliver Ave N, Minneapolis, MN
	Audit Training	Jan 2022	

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

STANDARD 5 ANALYSIS

The School met this standard. The Board conducted a self-evaluation in the December of 2021.

The FY22 annual reports mentions that the Board completes an annual self-evaluation via online survey. Based on last year's evaluation and annual strategic retreat the Board is focused on key areas to support the School including the following: developing our growth plan for opening new Schools, building School leadership pipeline, Board succession planning, and encouraging community partnerships.

December of 2021 (with Education Board partners).

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	2-Meets	The Board has no infractions of MN Open Meeting Law.
	1-Partially Meets	The Board has 1 infraction of MN Open Meeting Law.
	0-Does Not Meet	The Board has 2 or more 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 School has on its website a meeting calendar, meeting agendas and minutes. Monthly logs of 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.		
X	2-Meets	Bylaws are consistent with state law and the Board reviews them regularly.
	1-Partially Meets	Bylaws are consistent with state statute but have not been reviewed regularly.
	0-Does Not Meet	Bylaws are inconsistent with state statute.
Data Source: School's Website, Board Minutes, Bylaws, Interview		

STANDARD 7 ANALYSIS

The School met this standard. The Governance Committee reviewed the Bylaws in the March of 2022 during orientations and onBoarding for new Board members.

Standard 8: The Board of Directors adheres to Board member election requirements set forth by state statute*.		
X	2-Meets	All election requirements were met.
	0-Does Not Meet	Election requirements were not met
Data Source: Board Minutes, Bylaws, Board Policies, Interview		

STANDARD 8 ANALYSIS

The School met this standard. The Board election was held on a day while School was in session and there was more than a 30-day's notice.

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 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.

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):
A charter School must notify eligible voters of the Board election dates at least 30 days before the election.	Date of notice: March 31st, 2022 Date of election: May 24th, 2022 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.
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From the minutes:

Apr-22	8	Election	<p>Redoing their Board election process and it has four community positions available and one parent representative position.</p> <ul style="list-style-type: none"> ● Voter guide deadline is May 2, 2022 and the ballot will be online. ○ Bios in the guide and candidates should be prepared to answer questions.
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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.		
X	2-Meets	The Board completed a formal evaluation of the School leader including all aspects of the job description.
	1-Partially Meets	The Board completed an evaluation of the School leader but not on all aspects of the job description.
	0-Does Not Meet	The Board did not complete an annual evaluation of the School leader.
Data Source: Annual Report, Board Minutes, Committee Minutes, Board Documentation		

STANDARD 9 ANALYSIS

The School met this standard. The monthly Board meeting minutes log mentioned that in the April of 2022 the executive director performance review plan was reviewed, that surveys were sent out, and the evaluation was completed in the June of 2022.

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.”

Standard 10: The Board has a Board-approved professional development plan for theSchool Director (if applicable as required by Minn. Stat. 124E.12, Subd. 2*).		
X	2-Meets	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.
	0-Does Not Meet	A professional development plans for the non-licensed individual(s) was not documented in the School's annual report.
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. A professional development plan has been documented for theSchool Director and was included in the annual report.

Standard 11: The Board of Directors monitors the organization's adherence to Board policies.		
x	2-Meets	Meeting minutes include three or more examples of the Board monitoring the organization's adherence to Board policies.
	1-Partially Meets	Meeting minutes includes one or two examples of the Board monitoring the organization's adherence to Board policies.
	0-Does Not Meet	Meeting minutes include no evidence of the Board monitoring the organization's adherence to 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.

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 is an example of some of the policies monitored:

- Policy 504 (Student Dress Code)
- Policy 401 Equal Employment Opportunity
- Policy 404 Employee Background Checks
- Policy 406 Public and Private Personnel Data
- Policy 407 Employee Right To Know - Hazardous Substances
- Policy 410 Family Medical Leave Act
- Policy 411 Whistleblower

- Policy 412 Expense Reimbursement
- Policy 413 Harassment and Violence
- 722 Public Data Requests
- 531 The Pledge of Allegiance
- 538 Enrollment Policy
- 414 Employee Health Insurance
- 417 Chemical Use and Abuse
- 418 Drug-Free Workplace/Drug-Free School
- 419 Tobacco Free Environment
- 423 Employee Student Relationships
- 425 Supervision of Children
- 426 Nepotism and Anti-Nepotism
- 428 Employee Use of Social Media in the Classroom
- 482 Employee Use of Social Media
- 609 Religion
- 610 Field Trips
- 806 Crisis Management
- 103 Complaints
- 607 Distance Learning

Standard 12: The Board of Directors complies with Federal data practices law and the Minnesota Data Practices Act (Minn. Stat. Chapter 13)*.		
X	2-Meets	Data practice policies are in place in accordance with state statute and staff are appropriately trained in Data Practices.
	1-Partially Meets	Data practice policies are in place in accordance with state statute but staff were not trained in Data Practices.
	0-Does Not Meet	Data practice policies are not fully in place.
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/fpc/ferpa/index.html>).

STANDARD 12 ANALYSIS

The School met this standard. Data practice policies are in place in accordance with state statute and staff are appropriately trained in Data Practices.

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:

The data team:

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.		
X	2-Meets	Meeting minutes include evidence of regular oversight of School academic performance.
	1-Partially Meets	At least half of the Board meeting minutes include evidence of oversight of School academic performance.
	0-Does Not Meet	Less than half of the Board meeting minutes or less include evidence of 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.

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.

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.

	2-Meets	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.
	1-Partially Meets	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	0-Does Not Meet	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.

Data Source: Annual Report, Board Minutes, School Data, Interview

STANDARD 14 ANALYSIS

The School did not meet this standard. The School provided data in the School's annual report that the teacher retention rate was 61%, the student retention rate was 76%, and the parent satisfaction rate was 80%.

Number of Parents Responding	Number of Parents Satisfied to very satisfied	Satisfaction Rate
20	16	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.		
	2-Meets	The Board documents were distributed to all Board members at least 3 days prior to each Board meeting.
X	1-Partially Meets	The Board documents were not distributed to all Board members one or two times.
	0-Does Not Meet	The Board documents were not distributed to all Board members three or more times.
Data Source: Monthly Board Minute Review Logs, Board Chair Statement		

STANDARD 15 ANALYSIS

The School partially met this standard. VOA-MN's records show that the July packet was received one day after the meeting, and the February packet was requested but was not received until March.

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*.		
X	2-Meets	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.
	1-Partially Meets	Complete information is available both in a binder and on the School's website but there are 1-2 incidents of incomplete information.
	0-Does Not Meet	Information is incomplete in the binder or on the School's website.
Data Source: School Website		

STANDARD 16 ANALYSIS

The School met this standard. The 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. Links to necessary policies and documents are on the School's website.

The following table demonstrates compliance with statutory requirements for posting 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;	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> : (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
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	http://www.kippminnesota.org/Board-of-directors and http://www.kippminnesota.org/s/KIPP-MN-ABC-Bylaws.pdf .
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.kippminnesota.org/charter-School-authorizer-annual-report
124E.12 (b) A charterBoard 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 charterBoard 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.	http://www.kippminnesota.org/s/KIPP-Minnesota-Group-Health-Insurance-Policy-fkwx.pdf

Standard 17: The Board has a policy review calendar and reviews and updates its policies as needed or required by state law.		
X	2-Meets	The Board has a thorough policy review calendar/plan and review policies as a regular component of regular Board meetings.
	1-Partially Meets	The Board has a policy review calendar/plan and reviews policies at half or fewer of the regular Board meetings.
	0-Does Not Meet	The Board does not have a calendar/plan for policy review and/or reviews policies at half or fewer of the regular 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 a process for reviewing policies as evidenced by policy reviews and revisions noted in meeting minutes.

Examples of policies reviewed:

- Policy 504 (Student Dress Code)
- Policy 401 Equal Employment Opportunity
- Policy 404 Employee Background Checks
- Policy 406 Public and Private Personnel Data
- Policy 407 Employee Right To Know - Hazardous Substances
- Policy 410 Family Medical Leave Act
- Policy 411 Whistleblower
- Policy 412 Expense Reimbursement
- Policy 413 Harassment and Violence
- 722 Public Data Requests
- 531 The Pledge of Allegiance
- 538 Enrollment Policy
- 414 Employee Health Insurance
- 417 Chemical Use and Abuse
- 418 Drug-Free Workplace/Drug-Free School
- 419 Tobacco Free Environment
- 423 Employee Student Relationships
- 425 Supervision of Children

- 426 Nepotism and Anti-Nepotism
- 428 Employee Use of Social Media in the Classroom
- 482 Employee Use of Social Media
- 609 Religion
- 610 Field Trips
- 806 Crisis Management
- 103 Complaints
- 607 Distance Learning

**VOA GOVERNANCE REPORT FOR
LILA**

(Reflecting the time period from July 1, 2021 – June 30, 2022)

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)464-0771

FY22 Board Chair: Mira Norcross

Email: mnorcross@mylila.org

Phone: 651-464-0771

Current Board Chair: Jennifer May

Email: jmay@mylila.org

Phone: 651-252-6729

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*.		
X	2-Meets	The Board structure meets bylaws and state statute.
	1-Partially Meets	The Board did not meet requirements for the entire fiscal year.
	0-Does Not Meet	The Board structure does not meet bylaws and/or state statute.
Data Source: Annual Report, School Website, Bylaws		

STANDARD 1 ANALYSIS

The School met this standard. The Board structure meets bylaws and state statute.

- State Statute: Subd. 3.Membership criteria. (a) The ongoing charter Board of directors shall have at least five non-related members and include: (1) at least one licensed teacher who is employed as a teacher at the School or provides instruction under contract between the charter School and a cooperative; (2) at least one parent or legal guardian of a student enrolled in the charter School who is not an employee of the charter School; and (3) at least one interested community member who resides in Minnesota, is not employed by the charter School, and does not have a child enrolled in the School.

- School bylaws:

The authorized number of Directors shall be a minimum of seven (7) and a maximum of nine (9), with two additional non-voting members, unless changed by amendment of these Bylaws.

- a. Each of the following persons must occupy a position within the Board of Directors of the Charter School, with right to vote:
 - i. Three (3) parents who each have at least one student who is currently enrolled at Lakes International Language Academy for one or more years. This parent must not be employed or contracted by the Charter School and shall be elected by vote of charter community members.
 - ii. Three (3) Tier 3 or 4 licensed members of the faculty who have taught at Lakes International Language Academy for one or more years, and who shall be elected by vote of charter community members.
 - iii. One (1) interested community member who is not employed or contracted by the Charter School and does not have a child enrolled in the school, who shall be elected by vote of charter community members.
- b. The remaining two (2) positions on the Board shall be at large.
- c. In the event that there are fewer candidates than open positions, the at large positions may remain vacant. Vacant positions may be filled by appropriately qualified and elected candidates for the second year of the 2-year term, following the regular election cycle.

Complete Board Roster for 2021-2022

Name	Seat Type teacher, parent, community	Officer or Member	Date Seated	Term Ends	E-Mail
Maggie Chen	T	Member	7/1/21	4/1/22	mchen@mylila.org
Jean Woodberry	T	Member	4/12/22	6/30/23	jwoodberry@mylila.org
Mira Norcross	P	President	7/1/20	6/30/22	mnorcross@mylila.org
Jennifer May	P	Vice President	7/1/21	6/30/23	jmay@mylila.org
Kaari Rodriguez	T	Member	7/1/21	6/30/23	krodriguez@mylila.org
Cecilia Delbene	T	Member	8/1/21	6/30/22	cedelbene@mylila.org
Jessie Sheldon	T	Secretary	7/1/21	6/30/23	jsheldon@mylila.org
Corey Purkat	P	Treasurer	7/1/21	6/30/23	cpurkat@mylila.org
Jim Redfield	C	Member	7/1/20	6/30/22	jredfield@mylila.org
Erin Ribar	P	Member	7/1/22	6/30/24	eribar@mylila.org
Erin Maher	T	Member	7/1/20	6/30/22	emaher@mylila.org
Julie Lundgren	n/a	ex officio	n/a	n/a	jlundgren@mylila.org
Shannon Peterson	n/a	ex officio	n/a	n/a	speterson@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.		
X	2-Meets	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.
	1-Partially Meets	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.
	0-Does Not Meet	The Board does not have a plan to ensure Board members have the necessary knowledge.
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 utilizes regular Board meeting agendas to monitor and ensure members have the necessary knowledge in key areas and they also documented the knowledge gained by members in their annual report.

The Board meetings minute log includes the following information:

Aug-21	<ul style="list-style-type: none"> ● Board Member Training Updates <ul style="list-style-type: none"> ○ CFO Lundgren: 7/15/21, S&P Global Ratings webinar, US Public Finance Charter School Medians ○ Member Rodriguez- CARLA summer institute through the U of MN: Practical Program Evaluation for Language Teachers. June 26-July 17, 2021 ○ Chair Norcross: 8/10/21, Board on Track webinar, How to Set an Effective Board Meeting Agenda
Oct-21	<ul style="list-style-type: none"> ○ ED Peterson: 9/29/21 Designing Innovative Education for a Post-Pandemic World ○ ED Peterson: 9/20/21 RSchoolToday ○ Member Delbene: 9/21/21 Teacher Leadership- Session 1
Dec-21	Board Member Training Updates: Jennifer May attended Maltreatment of Minors Training and Mandated Reporting on 11/29/21 Kaari Rodriguez attended a webinar on Dual Language Instruction teaching rubric on 12/4/21 with CARLA at the U of MN.

Feb-22	<ul style="list-style-type: none"> ● Board Member Training Updates: <ul style="list-style-type: none"> ○ Jennifer May attended “What is Ableism? Disability History and Implicit Bias 101” Feb 7, 2022. ○ Kaari Rodriguez attended MN General Education revenue report training 2/7/22 (finance committee meeting topic presented by CFO Lundgren) ○ Jim Redfield attended General Education revenue report training 2/7/22 (same as above)
Mar-22	<ul style="list-style-type: none"> ● Board Member Training Updates: <ul style="list-style-type: none"> ○ CFO Lundgren attended the MASBO conference on Feb 10-11. Topics of interest included updates from MDE regarding pandemic funding, state sales tax for Schools updates, solar for Schools programs, document management for School finance/HR. CFO Lundgren also attended an MDE session on 2/15/22 about ARP FIN 163 Application for Summer Programming funding for summer 2022.
Jun-22	<ul style="list-style-type: none"> ○ Jean Woodberry completed Course 100: Board Governance

Standard 3: The Board adheres to an orientation process for bringing on new members.

X	2-Meets	The Board adheres to a thorough process for the orientation of new Board members.
	1-Partially Meets	The Board has a process for the orientation of new Board members, but it is not consistently followed.
	0-Does Not Meet	The Board does not have a membership orientation process for 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 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.		
x	2-Meets	All Board members comply with Minnesota law regarding Board training requirements.
	1-Partially Meets	One Board member did not fully comply with Minnesota law regarding Board training requirements and was removed:
	0-Does Not Meet	More than one Board member did not fully 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.

From the minutes:

Aug-21	<ul style="list-style-type: none"> ● Board Member Training Updates <ul style="list-style-type: none"> ○ CFO Lundgren: 7/15/21, S&P Global Ratings webinar, US Public Finance Charter School Medians ○ Member Rodriguez- CARLA summer institute through the U of MN: Practical Program Evaluation for Language Teachers. June 26-July 17, 2021 ○ Chair Norcross: 8/10/21, Board on Track webinar, How to Set an Effective Board Meeting Agenda
Oct-21	<ul style="list-style-type: none"> ○ ED Peterson: 9/29/21 Designing Innovative Education for a Post-Pandemic World ○ ED Peterson: 9/20/21 RSchoolToday ○ Member Delbene: 9/21/21 Teacher Leadership- Session 1
Dec-21	<p>Board Member Training Updates:</p> <p>Jennifer May attended Maltreatment of Minors Training and Mandated Reporting on 11/29/21</p> <p>Kaari Rodriguez attended a webinar on Dual Language Instruction teaching rubric on 12/4/21 with CARLA at the U of MN.</p>

Feb-22	<ul style="list-style-type: none"> ● Board Member Training Updates: <ul style="list-style-type: none"> ○ Jennifer May attended “What is Ableism? Disability History and Implicit Bias 101” Feb 7, 2022. ○ Kaari Rodriguez attended MN General Education revenue report training 2/7/22 (finance committee meeting topic presented by CFO Lundgren) ○ Jim Redfield attended General Education revenue report training 2/7/22 (same as above)
Mar-22	<ul style="list-style-type: none"> ● Board Member Training Updates: <ul style="list-style-type: none"> ○ CFO Lundgren attended the MASBO conference on Feb 10-11. Topics of interest included updates from MDE regarding pandemic funding, state sales tax for Schools updates, solar for Schools programs, document management for School finance/HR. CFO Lundgren also attended an MDE session on 2/15/22 about ARP FIN 163 Application for Summer Programming funding for summer 2022.
Jun-22	<ul style="list-style-type: none"> ○ Jean Woodberry completed Course 100: Board Governance

The FY22 annual report documents Board members training in the tables added below:

Initial Training:

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)
Corey Purkat	5/5/2021 MACS provided	MACS Finance Course 200 5/18/21	MACS Course 300 5/19/21
Maggie Chen	MACS Governance Course 100 6/9/21	MACS Finance Course 200 6/21/21	MACS Course 300 6/23/21
Jean Woodberry	MACS Governance Course 100 6/3/22	MACS Finance Course 200, 5/23/22.	not yet complete; she began her term April 2022 she still has time
Kaari Rodriguez	5/5/2021 MACS provided	5/18/2021 MACS provided	5/19/21 MACS

Ongoing Training

Board Member Name	Training Topic	Date of Training	Trainer
Julie Lundgren	S&P Global Ratings webinar	7/15/21	US Public Finance Charter School Medians

Julie Lundgren	MDE ESSER III webinar	9/16/21	MDE
Shannon Peterson	Designing Innovative Education for Post-Pandemic Era	9/29/21	MN Association of Charter Schools
Shannon Peterson	RSchool Today	9/20/21	RSchool Today
Ceci Delbene	Teacher Leadership-Session 1 School investments	9/21/21 8/9/21	Julie Lundgren as session for finance committee
Julie Lundgren	Data Practices Office Presentation	10/26/21	Office of Information Admin
Shannon Peterson	The New World of Work	10/27/21	Satya Nadella,CEO of Microsoft
Jennifer May	Maltreatment of Minors and Mandated Reporting	11/29/21	
Kaari Rodriguez	Dual Language Webinar School investments–review and policy	8/9/21	Julie Lundgren as session for finance committee
James Redfield	investments–review and policy	8/9/21	Julie Lundgren as session for finance committee
Corey Purkat	investments–review and policy	8/9/21	Julie Lundgren as session for finance committee
Jennifer May	“What is Ableism?” Disability History and Implicit Bias 101	02/07/22	
Jessie Sheldon	Science of Reading- Unit 1: The Challenge of Learning to Read	04/02/22	Lexia LETRs
Shannon Peterson	Charter Conference - School Safety	6/13/22 - 6/15/22	Volunteers of America - MN

Standard 5: The Board of Directors completes a self-evaluation each year.

x	2-Meets	The Board completes a formal self-evaluation each year.
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	1-Partially Meets	The Board completes informal self-evaluations during one or more Board meeting(s).
	0-Does Not Meet	The Board did not complete a self-evaluation.
Data Source: Board Minutes, Board Development Committee Minutes		

STANDARD 5 ANALYSIS

The School met this standard. The Board self-evaluates at the end of each Board meeting.

The FY22 annual report provides information regarding this standard: At the end of each Board meeting, the chair asks the Board to self-evaluate on a particular aspect of performance, either of the meeting itself or of the Board over the past month. Sometimes the evaluation is written, but most often it is verbal.

The Board meetings minutes log includes the following information:

Aug-21	Reflection on Board Performance: Fist to Five for Board Performance: How we thought the balance of discussion and movement of the meeting went. Board gave a review of 48/50.
Sep-21	"Reflection on Board Performance: Fist of 5 on participation of members in tonight's meeting 39/40"
Jan-22	Reflection on Board Performance: Fist of 5 if you know where to get your questions answered. 60/0

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.		
X	2-Meets	The Board has no infractions of MN Open Meeting Law.
	1-Partially Meets	The Board has 1 infraction of MN Open Meeting Law.
	0-Does Not Meet	The Board has 2 or more 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 has no infractions of MN Open Meeting Law. The website has the Board calendar and meeting minutes and agendas. Monthly logs of 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.		
x	2-Meets	Bylaws are consistent with state law and the Board reviews them regularly.
	1-Partially Meets	Bylaws are consistent with state statute but have not been reviewed regularly.
	0-Does Not Meet	Bylaws are inconsistent with state statute.
Data Source: School's Website, Board Minutes, Bylaws, Interview		

STANDARD 7 ANALYSIS

The School met this standard. The School reviewed the Bylaws and approved the change in the March of 2022.

The Board meeting minutes log includes the following information:

Jan-22	Bylaw Review (in Executive committee minutes) 1/11/22 (review and file)
Feb-22	Motion to approve restructure bylaw language to allow for balance in each election year.
Mar-22	Ratify bylaw change per election results explanation Motion to ratify bylaw change per election results

Standard 8: The Board of Directors adheres to Board member election requirements set forth by state statute*.		
x	2-Meets	All election requirements were met.
	0-Does Not Meet	Election requirements were not met
Data Source: Board Minutes, Bylaws, Board Policies, Interview		

STANDARD 8 ANALYSIS

The School met this standard. The Board election was held on a day while School was in session and there was more than 30-dayx' notice.

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): 02/16/22-03/01/22 School was in session.
A charter School must notify eligible voters of the Board election dates at least 30 days before the election.	Date of notice: 01/21/22 Date of election: 02/16/22-03/01/22 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.

From the minutes:

Dec-21	Board Election: Member Delbene is chairing this committee and will meet within the new year to begin the election process.
Jan-22	Election committee is meeting on January 19th, 2022. Executive committee will be working on a revision of the election bylaws to bring to the Board to be put on this election ballot.
Feb-22	2. Board Election: Election committee has been working hard to get applicants. The applications will close by February 12th. The ballot should be going out in the next few weeks.
Mar-22	<p>Motion Motion to ratify election results</p> <p>Made by Member Rodriguez Seconded by Member Chen</p> <p>Discussion Election results- Erin Ribar, Jodelle St. James, Lindsay Schipper, and Diane Rohan were elected</p>

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.		
	2-Meets	The Board completed a formal evaluation of the School leader including all aspects of the job description.
X	1-Partially Meets	The Board completed an evaluation of the School leader but not on all aspects of the job description.
	0-Does Not Meet	The Board did not complete an annual evaluation of the School leader.
Data Source: Annual Report, Board Minutes, Committee Minutes, Board Documentation		

STANDARD 9 ANALYSIS

The School partially met this standard. The School Director was provided ongoing feedback and guidance monthly at each executive Board meeting, but the Board did not conduct a formal evaluation.

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	2-Meets	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.
	0-Does Not Meet	A professional development plans for the non-licensed individual(s) was not documented in the School's annual report.
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.

Standard 11: The Board of Directors monitors the organization's adherence to Board policies.		
X	2-Meets	Meeting minutes include three or more examples of the Board monitoring the organization's adherence to Board policies.
	1-Partially Meets	Meeting minutes includes one or two examples of the Board monitoring the organization's adherence to Board policies.
	0-Does Not Meet	Meeting minutes include no evidence of the Board monitoring the organization's adherence to 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.

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:

- July 2021:
 - Policy 116 Depository Designation and Electronic Funds Transfer Authority
 - Policy 114 General Accounting Principles
 - Policy 108 Fixed Assets
 - Policy 108 Fixed Assets
- August 2021:
 - Religion in the School
- October 2021:

- Policy 214: Mandating Reporting
 - Policy 218: Public and Private Data
 - Policy 146- Covid-19
 - Policy 226- Employee Policies
- April 2022:
 - 238 Federal Procurement Policy
- May 2022:
 - Policy 142: Early Entrance

Standard 12: The Board of Directors complies with Federal data practices law and the Minnesota Data Practices Act (Minn. Stat. Chapter 13)*.		
X	2-Meets	Data practice policies are in place in accordance with state statute and staff are appropriately trained in Data Practices.
	1-Partially Meets	Data practice policies are in place in accordance with state statute but staff were not trained in Data Practices.
	0-Does Not Meet	Data practice policies are not fully in place.
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 practice policies are in place in accordance with state statute and staff are appropriately trained in Data Practices.

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 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 was 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.		
X	2-Meets	Meeting minutes include evidence of regular oversight of School academic performance.
	1-Partially Meets	At least half of the Board meeting minutes include evidence of oversight of School academic performance.
	0-Does Not Meet	Less than half of the Board meeting minutes or less include evidence of oversight of School academic performance.
Data Source: Board Minutes		

STANDARD 13 ANALYSIS

The School met this standard. The 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. Evidence from monthly logs of Board minutes include:

- October 2021:

Approve "annual report and World's Best Workforce Report". Celebration of Anthony and Tyler for their presentation and work on the IB Diploma project. Celebration of the International Baccalaureate program and how it develops students and creates future opportunities. Celebration of Lower School's work in focusing development on the Mandarin 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.		
	2-Meets	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.
X	1-Partially Meets	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.
	0-Does Not Meet	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.
Data Source: Annual Report, Board Minutes, School Data, Interview		

STANDARD 14 ANALYSIS

The School partially met this standard. The School provided data in the School's annual report that the teacher retention rate was 71.1%, the student retention rate was 91.47%, and the parent satisfaction rate was 88%.

Following is the supporting information taken from the FY22 annual report:

Parent Survey Results:

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.

Number of Parents who took the Survey	539
Average Response	4.4
Satisfaction Rate	88%

Student Retention

School Year	Total # of Students Eligible at End of 2021-22 SY to Return in Fall 2022	Total # <i>of those students</i> who Returned at Start of 2022-23	Retention Rate (%)
2021-22	610	558	91.47%

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.		
	2-Meets	The Board documents were distributed to all Board members at least 3 days prior to each Board meeting.
	1-Partially Meets	The Board documents were not distributed to all Board members one or two times.
X	0-Does Not Meet	The Board documents were not distributed to all Board members three or more times.
Data Source: Monthly Board Minute Review Logs, Board Chair Statement		

STANDARD 15 ANALYSIS

The School did not meet this standard. The Board documents were not distributed to all Board members three or more times. VOA-MN's records shows the following information:

- July and January packets were received the day after the meeting.
- February packet received 2 days prior to meeting.
- August and September packets were received on the day of the meeting.
- October, November, December, March and May packets were received 1 day 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*.		
X	2-Meets	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.
	1-Partially Meets	Complete information is available both in a binder and on the School's website but there are 1-2 incidents of incomplete information.
	0-Does Not Meet	Information is incomplete in the binder or on the School's website.
Data Source: School Website		

STANDARD 16 ANALYSIS

The School met this standard. The 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.

Links to necessary policies and documents are 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;	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	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 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 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.		
X	2-Meets	The Board has a thorough policy review calendar/plan and review policies as a regular component of regular Board meetings.
	1-Partially Meets	The Board has a policy review calendar/plan and reviews policies at half or fewer of the regular Board meetings.
	0-Does Not Meet	The Board does not have a calendar/plan for policy review and/or reviews policies at half or fewer of the regular 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 a process for reviewing policies as evidenced by policy reviews and revisions noted in meeting minutes.

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

- July 2021:
 - Policy 116 Depository Designation and Electronic Funds Transfer Authority
 - Policy 114 General Accounting Principles
 - Policy 108 Fixed Assets
 - Policy 108 Fixed Assets
- August 2021:
 - Religion in the School
- October 2021:
 - Policy 214: Mandating Reporting
 - Policy 218: Public and Private Data
 - Policy 146- Covid-19
 - Policy 226- Employee Policies
- April 2022:
 - 238 Federal Procurement Policy
- May 2022:
 - Policy 142: Early Entrance

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

(Reflecting the time period from July 1, 2021 – June 30, 2022)

School: Naytahwaush Community Charter School

Address: Box 9 242 Church Street

Web site: Naytahwaush.org

Director: Beth Zietz

Email: bethz@ntwSchool.org

Phone: (218) 370-2392

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*.		
x	2-Meets	The Board structure meets bylaws and state statute.
	1-Partially Meets	The Board did not meet requirements for the entire fiscal year.
	0-Does Not Meet	The Board structure does not meet bylaws and/or state statute.
Data Source: Annual Report, School Website, Bylaws		

STANDARD 1 ANALYSIS

The School did not meet this standard. The Board structure did not meet statute for the entire year as it was missing a fifth member.

- State Statute: Subd. 3.Membership criteria. (a) The ongoing charter Board of directors shall have at least five non-related members and include: (1) at least one licensed teacher who is employed as a teacher at the School or provides instruction under contract between the charter School and a cooperative; (2) at least one parent or legal guardian of a student enrolled in the charter School who is not an employee of the charter School; and (3) at least one interested community member who resides in Minnesota, is not employed by the charter School, and does not have a child enrolled in the School.
- School bylaws: The Board shall consist of not less than five (5) and not more than seven (7) persons, subject to the authority of the Board to increase the number of members as permitted by law.

Member Name	BOARD POSITION <i>Member Affiliation and Training Date</i> Committee(s):	Election Date Date Seated	Postal Address	Phone Number(s)	E-Mail Address

		Term Expiration			
Veronica Weaver	VICE-CHAIR <i>Teacher</i> 07/2021 Committee: School Improvement	July 2019 Seated July 2022 Exp.	2841 Snider Lake Rd Waubun, MN 56589	218-936- 2115	veronicaw@ntwSchool.org
Mackenzie Wark (RESIGNED 09/2021)	SECRETARY/TREASURER <i>Community Member</i> 10/2020 Committee: Finance & Facilities	July 2020 Seated July 2023 Exp.	<div>3050 St. Hwy 200</div> <div>Mahnomen MN 56557</div>	218-261- 0705	mackenziew@ntwSchool.org
Ann Briggs	CHAIR <i>Community Member</i> 10/2020 Committee: Finance & Facilities Human Resources	July 2021 Seated July 2024 Exp.	PO Box 77 Naytahwaush MN 56566	218-401- 0980	annb@ntwSchool.org
Monica Hooker (RESIGNED 07/2021)	MEMBER <i>Teacher</i> 07/2021 Committee: School Improvement	July 2021 Seated July 2024 Exp.	12172 400th Street Laporte, MN 56461	218-616- 0589	monicah@ntwSchool.org
Jo Pelham	CLERK <i>Parent</i>	July 2020 Seated	3165 Snider Lake Rd.	218-473- 2736	jop@ntwSchool.org

	03/04/2017 Committee: Human Resources	July 2023 Exp.	<div>Waubun, MN 56589</div> <div></div> <div></div>		
Elizabeth LeNoir (REPLA CED RESIGN ED BOARD MEMBE R MW)	SECRETARY/TRE ASURER <i>Parent</i> 10/2021 Committee: Finance & Facilities	July 2020 Seated July 2023 Exp.	PO Box 33 Naytahwaush, MN 56566	218-530- 5310	elizabethl@ntwSchool.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.		
x	2-Meets	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.
	1-Partially Meets	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.
	0-Does Not Meet	The Board does not have a plan to ensure Board members have the necessary knowledge.
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 utilizes regular Board meeting agendas to monitor and ensure members have the necessary knowledge in key areas and they also documented the knowledge gained by members in their annual report.

The Board meeting minutes log includes the following information:

Jul-21	Board Development: The Board received the monthly MSBA newsletter and The Leader. Veronica Weaver and Monica Hooker both attended the 3-component required Board training in Bemidji last month. All Board members are now compliant with their required training.
Sep-21	The MSBA The Leader was distributed.
Dec-21	MSBA The Leader and MSBA The Journal were both distributed.
May-22	Board was reminded of the annual VOA conference and are encouraged to sign up as soon as possible. The Board received the MSBA Journal.
22-Jun	The Board received the MSBA Leader Newsletter along with a list of MSBA Summer Seminars for the Board. The annual VOA conference is in 2 weeks. Terri will attend along with the new Director Beth Zietz, newly elected Board member Stacey Anderson and Board member Elizabeth LeNoir.

Standard 3: The Board adheres to an orientation process for bringing on new members.		
x	2-Meets	The Board adheres to a thorough process for the orientation of new Board members.
	1-Partially Meets	The Board has a process for the orientation of new Board members, but it is not consistently followed.
	0-Does Not Meet	The Board does not have a membership orientation process for 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 meeting minutes log included information that in the July of 2021 Board meeting that new members received 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.		
x	2-Meets	All Board members comply with Minnesota law regarding Board training requirements.
	1-Partially Meets	One Board member did not fully comply with Minnesota law regarding Board training requirements and was removed:
	0-Does Not Meet	More than one Board member did not fully 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 meetings minutes log and the FY22 annual report documents that the Board met annual training requirements.

The Board meeting minutes log includes the following information:

Jul-21	Board Development: The Board received the monthly MSBA newsletter and The Leader. Veronica Weaver and Monica Hooker both attended the 3-component required Board training in Bemidji last month. All Board members are now compliant with their required training.
Sep-21	The MSBA The Leader was distributed.
Dec-21	MSBA The Leader and MSBA The Journal were both distributed.
May-22	Board was reminded of the annual VOA conference and are encouraged to sign up as soon as possible. The Board received the MSBA Journal.
22-Jun	The Board received the MSBA Leader Newsletter along with a list of MSBA Summer Seminars for the Board. The annual VOA conference is in 2 weeks. Terri will attend along with the new Director Beth Zietz, newly elected Board member Stacey Anderson and Board member Elizabeth LeNoir.

REQUIRED TRAINING COMPLETED BY SEATED BOARD MEMBERS

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.		
X	2-Meets	The Board completes a formal self-evaluation each year.
	1-Partially Meets	The Board completes informal self-evaluations during one or more Board meeting(s).
	0-Does Not Meet	The Board did not complete a self-evaluation.
Data Source: Board Minutes, Board Development Committee Minutes		

STANDARD 5 ANALYSIS

The School met this standard. The Board uses an annual self-evaluation review process to improve their effectiveness. Monthly Board activities included a Board self-evaluation in November) with Board self-evaluation results in December. Board self-evaluation forms were submitted by individual Board members to the Board Chair for analysis in the July of 2022.

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	2-Meets	The Board has no infractions of MN Open Meeting Law.
	1-Partially Meets	The Board has 1 infraction of MN Open Meeting Law.
	0-Does Not Meet	The Board has 2 or more 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 has no infractions of MN Open Meeting Law. The website has the Board meeting calendar in addition to agendas and minutes. Monthly logs of 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.		
X	2-Meets	Bylaws are consistent with state law and the Board reviews them regularly.
	1-Partially Meets	Bylaws are consistent with state statute but have not been reviewed regularly.
	0-Does Not Meet	Bylaws are inconsistent with state statute.
Data Source: School's Website, Board Minutes, Bylaws, Interview		

STANDARD 7 ANALYSIS

The School met this standard. The Bylaws were reviewed in the April, May, and June of 2022. Each Board member has a binder and digital version of bylaws and the School office binder contains the bylaws. The Board meeting minutes log includes information regarding bylaw review conducted in FY22 in April, May, and June.

Apr-22	The NCCS By-Laws were distributed for review.
May-22	The NCCS By-Laws were distributed for review.
22-Jun	"The NCCS By-Laws were distributed for review again and changes will need to be made. This will be an agenda item at the July meeting. The NCCS Student Enrollment policy was distributed for review."

Standard 8: The Board of Directors adheres to Board member election requirements set forth by state statute*.		
x	2-Meets	All election requirements were met.
	0-Does Not Meet	Election requirements were not met
Data Source: Board Minutes, Bylaws, Board Policies, Interview		

STANDARD 8 ANALYSIS

The School met this standard. Board meeting minutes log provided evidence the Board worked to met election requirements, including establishing a Board election committee at the March 2022 Board meeting. The Board also approved a slate of candidates at the April of 2022 meeting. The May of 2022 Board minutes reflect that the Board certified the results of the 2022 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 12th 2022 School was in session.
A charter School must notify eligible voters of the Board election dates at least 30 days before the election.	Date of notice: March 10th, 2022 Date of election: May 12th 2022 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.	<p>The Board Chair confirmed that eligible voters were notified and encouraged to vote.</p> <p>Bylaw reference: Yes</p>
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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.		
	2-Meets	The Board completed a formal evaluation of the School leader including all aspects of the job description.
	1-Partially Meets	The Board completed an evaluation of the School leader but not on all aspects of the job description.
x	0-Does Not Meet	The Board did not complete an annual evaluation of the School leader.
Data Source: Annual Report, Board Minutes, Committee Minutes, Board Documentation		

STANDARD 9 ANALYSIS

The School did not meet this standard. The Board discussed process but did not complete an evaluation of the School Director was not completed.

The Board meetings minutes log includes the following information:

Jul-21	G. Director Evaluation Tool Review: Motion by Pelham, second by Mackenzie Wark to approve tabling this item until the August meeting. All in favor. Motion carried.
Aug-21	A. Director Evaluation Tool: The Board reviewed and discussed the current evaluation tool. The Board will have the HR committee review the Director job description and other evaluation tools and bring recommendations to the Board.

Mar-22	Director Search: Motion by Jo Pelham, second by Elizabeth LeNoir to approve scheduling a work session on March 17th, 2022, for the Director search with Brent Gish. All favor. Motion carried.
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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	2-Meets	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.
	0-Does Not Meet	A professional development plans for the non-licensed individual(s) was not documented in the School's annual report.
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 Board policies.		
x	2-Meets	Meeting minutes include three or more examples of the Board monitoring the organization's adherence to Board policies.
	1-Partially Meets	Meeting minutes includes one or two examples of the Board monitoring the organization's adherence to Board policies.
	0-Does Not Meet	Meeting minutes include no evidence of the Board monitoring the organization's adherence to 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.

For example:

Aug-21	Policy Review: The Board reviewed the NCCS Safe Return to In Person Learning Plan.
Oct-21	Policy Review: The 21-222 NCCS Staff Handbook needed no changes at this time. The 21-22 NCCS Family and Student Handbook was distributed to the Board to review.
Mar-22	Policy Review: No changes needed to both the student promotion & retention and the Staff attendance policies. The Board decided to not pursue the staff attendance policy due to the Covid pandemic.

Standard 12: The Board of Directors complies with Federal data practices law and the Minnesota Data Practices Act (Minn. Stat. Chapter 13)*.		
X	2-Meets	Data practice policies are in place in accordance with state statute and staff are appropriately trained in Data Practices.
	1-Partially Meets	Data practice policies are in place in accordance with state statute but staff were not trained in Data Practices.
	0-Does Not Meet	Data practice policies are not fully in place.
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 practice policies are in place in accordance with state statute and staff are appropriately trained in Data Practices.

- 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.
- 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.

The School has the following data practice officials:

At the July 2021 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.		
X	2-Meets	Meeting minutes include evidence of regular oversight of School academic performance.
	1-Partially Meets	At least half of the Board meeting minutes include evidence of oversight of School academic performance.
	0-Does Not Meet	Less than half of the Board meeting minutes or less include evidence of 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 Director's Report and the Board meeting minutes log, for example:

Jul-21	Academic Progress Report: Terri shared with the Board the FAST Impact reports for grades K-6 for both Reading and Math. The reports showed scores for each test done in Fall, Winter and Spring. The goal being changed from 2% to 5% increase in Reading proficiency.
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Aug-21	<p>Program Updates: Benchmark Advance training occurred for our intermediate teachers. Our audit went well. Family Connections: We had a parent advisory meeting this past Tuesday evening to gather preferences for our Safe Return to School Plan. We had Kindergarten Round Up this past Tuesday. Academic Progress Report: Terri shared with the Board the final summer School report that summer School coordinator Ty Nelson prepared. She also shared with the Board the summer School attendance report.</p> <p>B. Title I, II and IV Submission Approval: Motion by Ann Briggs, second by Veronica Weaver to approve the FY 22 Title I, II and IV grant applications. All in favor. Motion carried.</p> <p>Terri noted that all three grants are used for our Interventionist. C. Return to In Person Learning Plan Approval: Motion by Ann Briggs, second by Veronica Weaver to approve the NCCS Return to In Person Learning Plan that was reviewed by the Parent Advisory Committee. All in favor. Motion carried.</p>
Sep-21	Academic Progress Report: Terri shared with the Board the past ten years MCA results with the Board.
Oct-21	Kent Estey, Data Coordinator presented FAST testing data with the Board. Three years of testing data was shown to the Board. Becky Estey, Curriculum Coordinator shared with the Board some items with the Board as she has started her new position. The Board reviewed and discussed the NCCS annual report and WBWF.
Dec-21	Becky Estey shared with the Board the K-5 grading system that was used for reports cards that went out this past quarter. She noted that FAST scores determine 90-95% accuracy on the MCAs. Winter FAST testing will begin after winter break and Becky stated she will bring results to the February Board meeting.
Jan-22	Terri informed the Board that the Winter FAST assessments will begin next week. Results will be brought to the February meeting. Impact Aid/Title VI & World's Best Workforce Annual Public Hearing:
Mar-22	<p>Student Activities: 14 students were honored for Bs or S+s or Better at a special breakfast with parents last month. 5th and 6th graders are preparing for snow snakes. WE Forestry helped them build a track and Bob Schimek presented. Dr. Seuss dress up days were last week. Staff Development: Our School purchased new Benchmarks online resources for each classroom. These resources align with our reading curriculum and have prepared activities and games that reinforce student learning. Our School purchased new Math Expressions online resources for each classroom. These resources have video training on all the components of our math curriculum. Family Connections: Our Bs/S+s and Better and Student of the Month Breakfast was well attended by parents.</p>
May-22	Becky Estey shared with the Board the MCA test scores with the Board. She also showed how our FAST testing aligned with the outcome of the scores this year.

22-Jun	Academic Progress Report: Terri shared with the Board the 2021-2022 Fall, Winter and Spring FAST testing results. Terri also shared with the Board the preliminary embargoed MCA 2022 test results.
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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	2-Meets	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.
	1-Partially Meets	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.
	0-Does Not Meet	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.
Data Source: Annual Report, Board Minutes, School Data, Interview		

STANDARD 14 ANALYSIS

The School met this standard. The School provided data in the School's annual report that the teacher retention rate was 100%, the student retention rate was 93%, and the parent satisfaction rate was 95%.

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.

- April 2022:
Parent satisfaction surveys came back very positive about NCCS in all areas. Final results will be tabulated for the Board summer retreat and included in our annual report to VOA.
 - In our annual parent satisfaction survey, 95% of our parents reported satisfaction with NCCS.
 - Student Retention Rate (All Students): 93%
 - Teacher Retention Rate – all licensed teachers 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.		
X	2-Meets	The Board documents were distributed to all Board members at least 3 days prior to each Board meeting.
	1-Partially Meets	The Board documents were not distributed to all Board members one or two times.
	0-Does Not Meet	The Board documents were not distributed to all Board members three or more times.
Data Source: Monthly Board Minute Review Logs, Board Chair Statement		

STANDARD 15 ANALYSIS

The School met this standard. VOA records indicate that all packets were received 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*.

	2-Meets	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.
	1-Partially Meets	Complete information is available both in a binder and on the School's website but there are 1-2 incidents of incomplete information.
x	0-Does Not Meet	Information is incomplete in the binder or on the School's website.
Data Source: School Website		

STANDARD 16 ANALYSIS

The School did not meet this standard. During routine monitoring of the website for up to date minutes, there were large gaps in the availability of minutes.

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;	https://www.ntwSchool.org/documents/community/Board-of-directors/317035
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;	https://www.ntwSchool.org/page/Board-of-directors
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.ntwSchool.org/page/about-our-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.	It was on the website previously, now with a new website migration it cannot be found 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/documents/community/Board-policies/317037
World's Best Workforce Report	https://www.ntwSchool.org/documents/community/Board-policies/317037
124E.12 (b) A charter 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 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.	It was on the website previously, now with a new website migration it cannot be found 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.		
X	2-Meets	The Board has a thorough policy review calendar/plan and review policies as a regular component of regular Board meetings.
	1-Partially Meets	The Board has a policy review calendar/plan and reviews policies at half or fewer of the regular Board meetings.
	0-Does Not Meet	The Board does not have a calendar/plan for policy review and/or reviews policies at half or fewer of the regular 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 a process for reviewing policies as evidenced by policy reviews and revisions noted in meeting minutes.

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

Jul-21	Policy Review: The Conflict of Interest-Charter Board Members and Staff Policy needed no changes. The Board all received a zip drive of all the Board policies for reference.
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Sep-21	<p>Motion to approve a New Policy: Face Coverings Made by: Member Ribar Seconded by: Member Chen 6 yes, 1 abstain Decision: Motion carries</p> <p>Motion to approve a New Policy: Covid-19 related quarantine Made by: Member Ribar Seconded by: Member Chen 6 yes, 1 abstain Decision: Motion carries- Policy Committee will revise with a definition for “quarantine” and bring to October meeting for an amendment.</p> <p>Motion to approve Policy 106: Speakers, as amended Made by: Vice Chair May Seconded by: Member Chen 6 yes, 1 abstain Decision: Motion carries</p>
Oct-21	<p>Policy Review: The 21-22 NCCS Staff Handbook needed no changes at this time. The 21-22 NCCS Family and Student Handbook was distributed to the Board to review.</p>
Dec-21	<p>Motion to approve policy 330: Use of student data Motion to approve Policy 344: Storing and administering medication Motion to approve Policy 130: Document retention and destruction Motion to approve Policy 122 Student enrollment</p>
Feb-22	<p>Motion to approve Policy 136: Consent Agenda Motion to Policy 308: Student Discipline</p>
Mar-22	<p>Policy Review: No changes needed to both the student promotion & retention and the Staff attendance policies. The Board decided to not pursue the staff attendance policy due to the Covid pandemic.</p>
May-22	<p>The Drug Free Workplace/Drug Free School policy was distributed for review. No changes were made.</p>

**VOA GOVERNANCE REPORT FOR
NEW CENTURY SCHOOL**

(Reflecting the time period from July 1, 2021 – June 30, 2022)

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*.		
X	2-Meets	The Board structure meets bylaws and state statute.
	1-Partially Meets	The Board did not meet requirements for the entire fiscal year.
	0-Does Not Meet	The Board structure does not meet bylaws and/or state statute.
Data Source: Annual Report, School Website, Bylaws		

STANDARD 1 ANALYSIS

The School met this standard. The Board structure meets bylaws and state statute.

- State Statute: Subd. 3.Membership criteria. (a) The ongoing charter Board of directors shall have at least five non-related members and include: (1) at least one licensed teacher who is employed as a teacher at the School or provides instruction under contract between the charter School and a cooperative; (2) at least one parent or legal guardian of a student enrolled in the charter School who is not an employee of the charter School; and (3) at least one interested community member who resides in Minnesota, is not employed by the charter School, and does not have a child enrolled in the School.
- School bylaws:

A. Composition of the Board of Directors. The Board of Directors shall consist of not less than five (5) or more than seven (7) nonrelated members (excluding those permanent non-voting members being the Executive Director and the Charter Authorizer Liaison, and any other ex officio non-voting members, if any, as determined by the Board from time to time).

The following were members of the Board of Directors during the 2021/2022 year:

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	2023	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

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.		
x	2-Meets	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.
	1-Partially Meets	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.
	0-Does Not Meet	The Board does not have a plan to ensure Board members have the necessary knowledge.
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 utilizes regular Board meeting agendas to monitor and ensure members have the necessary knowledge in key areas and they also documented the knowledge gained by members in their annual report.

Standard 3: The Board adheres to an orientation process for bringing on new members.		
X	2-Meets	The Board adheres to a thorough process for the orientation of new Board members.
	1-Partially Meets	The Board has a process for the orientation of new Board members, but it is not consistently followed.
	0-Does Not Meet	The Board does not have a membership orientation process for 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. There were no new Board members in FY22.

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.

x	2-Meets	All Board members comply with Minnesota law regarding Board training requirements.
	1-Partially Meets	One Board member did not fully comply with Minnesota law regarding Board training requirements and was removed:
	0-Does Not Meet	More than one Board member did not fully 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 FY22 annual report includes evidence of the required training received by the Board members.

Date	Activity	Trainer/Training
4/18/2022	Strategic Planning	Nyembwe
6/14/22	SPED	MN Dept. of Education
6/14/22	Onboarding, supporting & retaining school leader	Schueller Training & Consulting
6/14/22	Strategic Planning	MN School Boards Association
6/14/22	Financial Grant Management Overview	BergenKDV

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

STANDARD 5 ANALYSIS

The School met this standard. The Board conducted self- evaluation at the March of 2022 Board meeting. Also, a Board Chair evaluation was completed at that same 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	2-Meets	The Board has no infractions of MN Open Meeting Law.
	1-Partially Meets	The Board has 1 infraction of MN Open Meeting Law.
	0-Does Not Meet	The Board has 2 or more 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 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.		
x	2-Meets	Bylaws are consistent with state law and the Board reviews them regularly.
	1-Partially Meets	Bylaws are consistent with state statute but have not been reviewed regularly.
	0-Does Not Meet	Bylaws are inconsistent with state statute.
Data Source: School's Website, Board minutes, Bylaws, Interview		

STANDARD 7 ANALYSIS

The School met this standard. The bylaws were reviewed during the June of 2022 Board meeting. No revisions have been made to the bylaws since the March of 2020 but they have been reviewed yearly.

Standard 8: The Board of Directors adheres to Board member election requirements set forth by state statute*.		
x	2-Meets	All election requirements were met.
	0-Does Not Meet	Election requirements were not met
Data Source: Board Minutes, Bylaws, Board Policies, Interview		

STANDARD 8 ANALYSIS

The School met this standard. No elections were held in FY22.

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.		
X	2-Meets	The Board completed a formal evaluation of the School leader including all aspects of the job description.
	1-Partially Meets	The Board completed an evaluation of the School leader but not on all aspects of the job description.
	0-Does Not Meet	The Board did not complete an annual evaluation of the School leader.
Data Source: Annual Report, Board Minutes, Committee Minutes, Board Documentation		

STANDARD 9 ANALYSIS

The School met this standard. The survey was completed between April 2 and April 12, 2022, through the use of a Google Form. The Board had a closed session to review the survey results and evaluate the Director at the end of the April 18, 2022, Board meeting.

The meeting with the Director happened following that closed session that same day. An employment agreement for 2022-2023 was executed on June 22, 2022. The annual report included the following "The Board shared a copy of the staff survey with the Director and had a meeting with the director to review the survey results."

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	2-Meets	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.
	0-Does Not Meet	A professional development plans for the non-licensed individual(s) was not documented in the School's annual report.
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 School Director has a professional development plan and was included in the annual report.

Standard 11: The Board of Directors monitors the organization's adherence to Board policies.		
x	2-Meets	Meeting minutes include three or more examples of the Board monitoring the organization's adherence to Board policies.
	1-Partially Meets	Meeting minutes includes one or two examples of the Board monitoring the organization's adherence to Board policies.
	0-Does Not Meet	Meeting minutes include no evidence of the Board monitoring the organization's adherence to 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.

For example:

Aug-21	Policies: i. Policy 437: Employee Vaccination (1st Reading)
Mar-22	d. Board Policy Review (I) i. Policy 536: Enrollment Policy (A)

Standard 12: The Board of Directors complies with Federal data practices law and the Minnesota Data Practices Act (Minn. Stat. Chapter 13)*.		
X	2-Meets	Data practice policies are in place in accordance with state statute and staff are appropriately trained in Data Practices.
	1-Partially Meets	Data practice policies are in place in accordance with state statute but staff were not trained in Data Practices.
	0-Does Not Meet	Data practice policies are not fully in place.
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/fpc/ferpa/index.html>).

STANDARD 12 ANALYSIS

The School met this standard. Data practice policies are in place in accordance with state statute and staff are appropriately trained in Data Practices.

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 also has a Public Private Personnel Data Policy.

The School Administrative Assistant is the Responsible Authority.

The School Executive Director is the Designated Authority.

The Board Chair is the Data Practices Compliance Official.

Standard 13: The Board of Directors provides ongoing oversight of School academic performance.		
X	2-Meets	Meeting minutes include evidence of regular oversight of School academic performance.
	1-Partially Meets	At least half of the Board meeting minutes include evidence of oversight of School academic performance.
	0-Does Not Meet	Less than half of the Board meeting minutes or less include evidence of 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.

The Board meeting minutes log includes the following:

NCS	Aug-21	Curriculum Committee Report a. Curriculum and instruction updates provided Staff professional development/training, assessment programs and plans, Curriculum training, new programs being introduced,
NCS	Sep-21	Academic Director shared Fastbridge screening report as well as plans for NWEA and WIDA.
NCS	Oct-21	We developed programs to help students having challenges adjusting to in-person learning (behavior and academics). Social emotional and mental health programs and services are being provided. Teacher/student mentoring program is in place - After School program (onsite and online) has been going well - Parent engagement is high this year. - Increased staffing for pull outs and push in learning. 020-21 annual report (A). Curriculum and instruction updates presented - FastBridge Learning is one of our screen and new intervention programs being used to support our new Academic Intervention Program

		- Summary of NWEA Map data shared
NCS	Dec-21	
NCS	Jan-22	The Academic Director provided academic reports and assessment plans (WIDA, NWEA, Fastbridge, WIDA)
NCS	Feb-22	WIDA Access testing is in progress and 3rd-8th grade MCA test prep will begin within the next month. NWEA MAP testing will take place this spring.
NCS	Mar-22	<p>Executive Director's report</p> <p>a. ED Report (I)</p> <p>Updates provided include operational, Plans (Strategic Plan, SIP and FIP),</p> <p>b. SY 2022-23 Calendar (A)</p> <p>Motion to approve made by Anshur, seconded by Tallman, unanimous.</p> <p>c. SY 2022/23 plans</p> <p>i. Academic programs, enrollment goals, staff, student services, etc</p> <p>Pre-K program will expand, AVID program will be implemented next year, and School counselors will be included in next year plans.</p> <p>ii. High School, Bloomington Site, Online, Summer</p> <p>High School will start with 9th & 10th grades. The City of Bloomington approved the</p> <p>CUP for the proposed new site. The new site will start with PreSchool-5th grades. NCS' Online Learning application is still in process. Curriculum Committee Report</p> <p>a. K-12 Curriculum Updates (I)</p> <p>The Academic Excellence committee is reviewing and updating the scope and</p> <p>Sequence. The committee is working on curriculum mapping</p> <p>b. SY 23 Assessment Plans (I)</p>
NCS	Apr-22	The ED presented operational and program updates, including the activities of the preSchool, elementary and middle School programs. Elementary students now have more STEM opportunities. Mental health services for students and staff has been a priority. Extensive family and community activities. Professional development and support for staff. The Elementary

		and Middle School Program Directors shared detailed program reports
NCS	May-22	Academic Director provided data and assessment reports Fastbridge and NWEA testing is in 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.		
X	2-Meets	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.
	1-Partially Meets	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.
	0-Does Not Meet	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.
Data Source: Annual Report, Board Minutes, School Data, Interview		

STANDARD 14 ANALYSIS

The School met this standard. The School provided data in the School's annual report that the teacher retention rate was 88%, the student retention rate was 91%, and the parent satisfaction rate was 84.9%.

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	2-Meets	The Board documents were distributed to all Board members at least 3 days prior to each Board meeting.
	1-Partially Meets	The Board documents were not distributed to all Board members one or two times.
	0-Does Not Meet	The Board documents were not distributed to all Board members three or more times.
Data Source: Monthly Board Minute Review Logs, Board Chair statement		

STANDARD 15 ANALYSIS

The School met this standard. VOA-MN's records show that all packets were received 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*.

	2-Meets	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.
X	1-Partially Meets	Complete information is available both in a binder and on the School's website but there are 1-2 incidents of incomplete information.
	0-Does Not Meet	Information is incomplete in the binder or on the School's website.
Data Source: School Website		

STANDARD 16 ANALYSIS

The School partially met this standard. A group health insurance purchasing policy was not found on the website.

The 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/
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/
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://newcenturySchool.net/download/500-series-students/?ind=1587532213020&filename=536%20Enrollment%20Process.pdf&wpdmdl=89&refresh=61b3ca710df8a1639172721
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	N/A
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://newcenturySchool.net/download/annual-report-2020-2021/
World's Best Workforce Report	https://newcenturySchool.net/download/worlds-best-workforce-report-2020-2021/
124E.12 (b) A charter 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 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>A group health insurance purchasing policy was not found on the website.</p> <p>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.		
X	2-Meets	The Board has a thorough policy review calendar/plan and review policies as a regular component of regular Board meetings.
	1-Partially Meets	The Board has a policy review calendar/plan and reviews policies at half or fewer of the regular Board meetings.
	0-Does Not Meet	The Board does not have a calendar/plan for policy review and/or reviews policies at half or fewer of the regular 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 a process for reviewing policies as evidenced by policy reviews and revisions noted in meeting minutes.

From the minutes:

- Employee Vaccination Policy
- Staff Attendance Policy
- Enrollment Policy
- Reducing lead in water policy

**VOA GOVERNANCE REPORT FOR
PACT CHARTER SCHOOL**

(Reflecting the time period from July 1, 2022 – June 30, 2022)

School: PACT Charter School
7250 East Ramsey Parkway NW Ramsey, MN 55303
Phone: 763-712-4200
Website: <https://pact.charter.k12.mn.us/>

Director: Josh Nyquist
Email:
Phone:

Board Chair: Joline Neilson

Email:
Phone:

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*.		
x	2-Meets	The Board structure meets bylaws and state statute.
	1-Partially Meets	The Board did not meet requirements for the entire fiscal year.
	0-Does Not Meet	The Board structure does not meet bylaws and/or state statute.
Data Source: Annual Report, School Website, Bylaws		

STANDARD 1 ANALYSIS

The School met this standard. The Board structure meets bylaws and state statute.

- State Statute: Subd. 3.Membership criteria. (a) The ongoing charter Board of directors shall have at least five non-related members and include: (1) at least one licensed teacher who is employed as a teacher at the School or provides instruction under contract between the charter School and a cooperative; (2) at least one parent or legal guardian of a student enrolled in the charter School who is not an employee of the charter School; and (3) at least one interested community member who resides in Minnesota, is not employed by the charter School, and does not have a child enrolled in the School.
- What do the School Bylaws say about membership: The Board of Directors shall consist of at least seven (7) and no more than ten (10) members.

Complete Board Roster for 2021-2022

Includes Board members that did not finish a term.

Name	Seat Type	Officer or Member	Area(s) of Expertise	Elected (E) Appointed (A)	Term Expires	Email	Attendance Rate (percent)
Jason Busch	Parent	Member	Small Business	E, 6/2020	6/2023	j.busch.brd@pactcharter.org	16/19 84%
Lindsey Ellison	Teacher	Member	Special Education	E, 6/2021	5/2022 resigned	l.ellison@pactcharter.org	13/14 93%
Brad Lawrence	Parent	Treasurer	Housing Mgmt., Finance	E, 6/2019	6/2022 6/2025	b.lawrence.brd@pactcharter.org	18/19 95%
Jennifer McDevitt	Teacher	Member	Elementary Education	A, 9/2021	9/2023	j.mcdevitt@pactcharter.org	16/16 100%
Joline Neilson	Parent	Chair	Mathematics, Business	E, 6/2020	6/2023	j.neilson.brd@pactcharter.org	16/16 100%
Emily Nelson	Teacher	Vice Chair	Elementary Education	E, 6/2020	6/2023	e.nelson@pactcharter.org	17/19 89%
Ann Ostendorf	Teacher	Member	Music Education	A, 6/2022	6/2024	a.ostendorf@pactcharter.org	1/1 100%
Samantha Peltier	Teacher	Secretary	Education, Technology	A, 1/2021	6/2023	s.peltier@pactcharter.org	18/19 95%
Jennifer Rassett	Community	Member	Educational Leadership	E, 6/2021	6/2024	j.rassett.brd@pactcharter.org	9/19 47%
Carl Sandmann	Parent	Member	Psychology Compliance Professional	A, 8/2020	6/2023	c.sandmann.brd@pactcharter.org	19/19 100%
Jason Tossey	Teacher	Member	Social Studies Education, Business	A, 1/2021	6/2023	j.tossey@pactcharter.org	19/19 100%

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.		
x	2-Meets	The Board has implemented a formal plan to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education.
	1-Partially Meets	The Board has partially implemented a formal plan to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education.
	0-Does Not Meet	The Board has not implemented a formal plan to ensure Board members have the necessary knowledge.
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 utilizes regular Board meeting agendas to monitor and ensure members have the necessary knowledge in key areas and they also documented the knowledge gained by members in their annual report.

Board Training for SY 2021-2022 for Ongoing Board Members

Annual Training Completed by Board Members in SY 2021-2022

Name	Training Topic	Date of Training	Trainer
Jason Busch	Board of Directors Finance Training	8/29/2021	Nick Taintor, BerganKDV
Lindsey Ellison	Board of Directors Finance Training	8/29/2021	Nick Taintor, BerganKDV
Dr. Jennifer Rasset	Board of Directors Finance Training	8/29/2021	Nick Taintor, BerganKDV
Brad Lawrence	Board of Directors Finance Training	8/29/2021	Nick Taintor, BerganKDV
Jennifer McDevitt	Board of Directors Finance Training	8/29/2021	Nick Taintor, BerganKDV
Emily Nelson	Board of Directors Finance Training	8/29/2021	Nick Taintor, BerganKDV
Joline Neilson	Board of Directors Finance Training	8/29/2021	Nick Taintor, BerganKDV
Samantha Peltier	Board of Directors Finance Training	8/29/2021	Nick Taintor, BerganKDV
Carl Sandmann	Board of Directors Finance Training	8/29/2021	Nick Taintor, BerganKDV
Jason Tossey	Board of Directors Finance Training	8/29/2021	Nick Taintor, BerganKDV

Board Training for 2021-2022 for New Board Members

Initial training completed by Board Members in 2021-2022

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)
Lindsey Ellison	Board Governance, 8/2021	Financial Matters, 8/2021	Employment Matters, 8/2021
Jennifer McDevitt	Board Governance, 5/14/2022	Financial Matters, 5/14/2022	Employment Matters, 8/2020
Ann Ostendorf	To be completed by 6/2023	To be completed by 6/2023	To be completed by 6/2023
Samantha Peltier	Board Governance, 3/2018	Financial Matters, 4/2018	Employment Matters, 3/2018
Jennifer Rasset	Board Governance, 9/2021	Financial Matters, 12/7/2021	Employment Matters, 4/2021
Jason Tossey	Board Governance, 12/2021	Financial Matters, 1/2022	Employment Matters, 1/2022

Standard 3: The Board adheres to an orientation process for bringing on new members.		
x	2-Meets	The Board adheres to a thorough process for the orientation of new Board members.
	1-Partially Meets	The Board has a process for the orientation of new Board members, but it is not consistently followed.
	0-Does Not Meet	The Board does not have a membership orientation process for 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 adheres to an orientation process for bringing on new members.

PACT has a program in place for onBoarding of new Board members which includes assigning a mentor for the new Board member and a list of items to cover. Additionally, a meeting is held with the new Board Member, Mentor, Board Chair, and Executive Director of Building Operations before the new member's first Board meeting. This meeting covers the following topics: Open Meeting Law, Meeting Logistics, Board Member Training Requirements, Where to find important information about the School, Code of Conduct, and Conflict of Interest Policy.

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.

x	2-Meets	All Board members comply with Minnesota law regarding Board training requirements.
	1-Partially Meets	One Board member did not fully comply with Minnesota law regarding Board training requirements and was removed:
	0-Does Not Meet	More than one Board member did not fully 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 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.

Initial training completed by Board Members in 2021-2022

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)
Lindsey Ellison	Board Governance, 8/2021	Financial Matters, 8/2021	Employment Matters, 8/2021
Jennifer McDevitt	Board Governance, 5/14/2022	Financial Matters, 5/14/2022	Employment Matters, 8/2020
Ann Ostendorf	To be completed by 6/2023	To be completed by 6/2023	To be completed by 6/2023
Samantha Peltier	Board Governance, 3/2018	Financial Matters, 4/2018	Employment Matters, 3/2018
Jennifer Rassett	Board Governance, 9/2021	Financial Matters, 12/7/2021	Employment Matters, 4/2021
Jason Tossey	Board Governance, 12/2021	Financial Matters, 1/2022	Employment Matters, 1/2022

Annual Training Completed by Board Members in SY 2021-2022

Name	Training Topic	Date of Training	Trainer
Jason Busch	Board of Directors Finance Training	8/29/2021	Nick Taintor, BerganKDV
Lindsey Ellison	Board of Directors Finance Training	8/29/2021	Nick Taintor, BerganKDV
Dr. Jennifer Rasset	Board of Directors Finance Training	8/29/2021	Nick Taintor, BerganKDV
Brad Lawrence	Board of Directors Finance Training	8/29/2021	Nick Taintor, BerganKDV
Jennifer McDevitt	Board of Directors Finance Training	8/29/2021	Nick Taintor, BerganKDV
Emily Nelson	Board of Directors Finance Training	8/29/2021	Nick Taintor, BerganKDV
Joline Neilson	Board of Directors Finance Training	8/29/2021	Nick Taintor, BerganKDV
Samantha Peltier	Board of Directors Finance Training	8/29/2021	Nick Taintor, BerganKDV
Carl Sandmann	Board of Directors Finance Training	8/29/2021	Nick Taintor, BerganKDV
Jason Tossey	Board of Directors Finance Training	8/29/2021	Nick Taintor, BerganKDV

Standard 5: The Board of Directors completes a self-evaluation each year.		
x	2-Meets	The Board completes a formal self-evaluation each year.
	1-Partially Meets	The Board completes informal self-evaluations during one or more Board meeting(s).
	0-Does Not Meet	The Board did not complete a self-evaluation.
Data Source: Board Minutes, Board Development Committee Minutes		

STANDARD 5 ANALYSIS

The School met this standard. The Board of Directors completes a self-evaluation each year. The results were shown in the March of 2022 Board meeting.

Mar-22	Session 5: Board Self-Evaluation • Results were shown.
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From the annual report:

Board members fill out a self-evaluation each year in the winter. Each member completes a survey that identifies their ratings on Board performance for a variety of areas. The compiled results of the self-evaluation were presented and discussed during the working session of the March 3, 2022 Board meeting.

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.		
X	2-Meets	The Board has no infractions of MN Open Meeting Law.
	1-Partially Meets	The Board has 1 infraction of MN Open Meeting Law.
	0-Does Not Meet	The Board has 2 or more 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 has no infractions of MN Open Meeting Law. The Board of Directors will comply with MN Open Meeting Law, Chapter 13D, and maintain a quorum for all Board meetings.

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

STANDARD 7 ANALYSIS

The School partially met this standard. The bylaws are consistent with statute but were last reviewed on January 3, 2019.

Standard 8: The Board of Directors adheres to Board member election requirements set forth by state statute*.		
x	2-Meets	All election requirements were met.
	0-Does Not Meet	Election requirements were not met
Data Source: Board Minutes, Bylaws, Board Policies, Interview		

STANDARD 8 ANALYSIS

The School met this standard. The Board election was held on a day while School was in session and there was more than 30-day's notice.

Each April, elections are held for key volunteer positions on the Board (composed of five teachers, four parents, and a community member), and the Budget and Finance Committee (composed of six parents, the Board Treasurer, and the Executive Director of Operations). Through elections by constituents of the School, accountability is maintained. Elections for officer positions on all committees take place each spring.

Date of Notice announcing the Board Election: January 4, 2022

Date/s of the Board Election: April 22-26, 2022

Election Results: Brad Lawrence elected as Treasurer - Ran Unopposed

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 22-26, 2022 School was in session.

<p>A charter School must notify eligible voters of the Board election dates at least 30 days before the election.</p>	<p>Date of notice: January 4, 2022 Date of election: April 22-26, 2022 Notice was at least 30 days before the election.</p>
<p>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.</p>	<p>The Board Chair confirmed that eligible voters were notified and encouraged to vote.</p>

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.		
X	2-Meets	The Board completed a formal evaluation of the School leader including all aspects of the job description.
	1-Partially Meets	The Board completed an evaluation of the School leader but not on all aspects of the job description.
	0-Does Not Meet	The Board did not complete an annual evaluation of the School leader.
Data Source: Annual Report, Board Minutes, Committee Minutes, Board Documentation		

STANDARD 9 ANALYSIS

The School met this standard. School Director Evaluation Process and Board Meeting Date(s): The process for evaluating the Executive Directors is outlined in the Executive Director Hiring, Supervision and Evaluation Policy. A mid-year evaluation of the Executive Directors was conducted by the Board of Directors on December 2, 2021, and an end of year evaluation was conducted on May 12, 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*).		
x	2-Meets	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.
	0-Does Not Meet	A professional development plans for the non-licensed individual(s) was not documented in the School's annual report.
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 is a licensed administrator.

Standard 11: The Board of Directors monitors the organization's adherence to Board policies.		
x	2-Meets	Meeting minutes include three or more examples of the Board monitoring the organization's adherence to Board policies.
	1-Partially Meets	Meeting minutes includes one or two examples of the Board monitoring the organization's adherence to Board policies.
	0-Does Not Meet	Meeting minutes include no evidence of the Board monitoring the organization's adherence to 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.

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.

Mar-22	11	Policy use	Policies <ul style="list-style-type: none"> ● 208 - Executive Director, Hiring, Supervision and Evaluation Policy ○ Will be discussed during the Regular Session. ● 603.2 - Transfer Credit Policy ○ Slight updates were suggested.
Apr-22	11	Policy use	Conflict of Interest Policy Ms. Neilson reminded Board members to keep the conflict of interest policy in mind when making decisions.

Standard 12: The Board of Directors complies with Federal data practices law and the Minnesota Data Practices Act (Minn. Stat. Chapter 13)*.		
X	2-Meets	Data practice policies are in place in accordance with state statute and staff are appropriately trained in Data Practices.
	1-Partially Meets	Data practice policies are in place in accordance with state statute but staff were not trained in Data Practices.
	0-Does Not Meet	Data practice policies are not fully in place.
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/fpc/ferpa/index.html>).

STANDARD 12 ANALYSIS

The School met this standard. Data practice policies are in place in accordance with state statute and staff are appropriately trained in Data Practices.

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

Data practice team:

- Responsible Authority: Josh Nyquist
- Data Practices Compliance Official: Josh Nyquist
- Data Practice Designee: Josh Nyquist

Standard 13: The Board of Directors provides ongoing oversight of School academic performance.		
X	2-Meets	Meeting minutes include evidence of regular oversight of School academic performance.
	1-Partially Meets	At least half of the Board meeting minutes include evidence of oversight of School academic performance.
	0-Does Not Meet	Less than half of the Board meeting minutes or less include evidence of oversight of School academic performance.
Data Source: Board Minutes		

STANDARD 13 ANALYSIS

The School met this standard. The Board of Directors provides ongoing oversight of School academic performance. evidence is found in the Board meeting minutes log.

Apr-22	13	Academic	Executive Director of Education Report A written report was provided in the meeting packet. <ul style="list-style-type: none"> ● Drafted the budget for next year with staffing and curriculum. ● Meeting with teachers on student learning goals.
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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	2-Meets	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.
	1-Partially Meets	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.
	0-Does Not Meet	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.

Data Source: Annual Report, Board Minutes, School data, Interview

STANDARD 14 ANALYSIS

The School met the standard. The School provided data in the School's annual report that the teacher retention rate was 80%, the student retention rate was 91.8%, and the parent satisfaction rate was 95% for elementary and 86% for secondary.

Parent Satisfaction Survey Results

Number of parents who completed survey	Percent of parents satisfied or very satisfied with PACTthe school	
	Elementary	95%
240	Secondary	86%

Faculty Satisfaction Survey Results (optional)

Number of staff who completedSurvey	Percent of staff satisfied or very satisfied with PACT
98	81%

Student Satisfaction Survey Results (optional)

Number of students who completed survey	Percent of students who were satisfied or very satisfied with PACT	
	Grades 5-6	74%
297 (Grades 5-12)	Grades 7-12	54%

Teacher Retention Rates 29/36 returned or 80%.

Student Attrition or Retention

Attrition

School Year	Total # Students enrolled on October 1	Total # of October 1 Students enrolled at End of Year	Attrition Rate (%)
2020-21	637	598	6.1%

Retention

School Year	Total # of Students Eligible at End of Year to Return in Fall	Total # Students who Returned at Start of Next Year	Retention Rate (%)
2020-21	550	505	91.8%

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	2-Meets	The Board documents were distributed to all Board members at least 3 days prior to each Board meeting.
	1-Partially Meets	The Board documents were not distributed to all Board members one or two times.
	0-Does Not Meet	The Board documents were not distributed to all Board members three or more times.
Data Source: Monthly Board Minute Review Logs, Board Chair Statement		

STANDARD 15 ANALYSIS

The School met this standard. The School Director confirmed that all Board packets were distributed to all Board members at least 3 days prior to 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*.		
x	2-Meets	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.
	1-Partially Meets	Complete information is available both in a binder and on the School's website but there are 1-2 incidents of incomplete information.
	0-Does Not Meet	Information is incomplete in the binder or on the School's website.
Data Source: School Website		

STANDARD 16 ANALYSIS

The School met this standard. The 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.

Links to necessary policies and documents are 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;	https://pact.charter.k12.mn.us/about-us/governance/School-Board.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 for the members of committees having Board-delegated authority;	https://pact.charter.k12.mn.us/about-us/governance/School-Board.html

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://pact.charter.k12.mn.us/about-us/governance/authorizer-volunteers-america.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.	https://pact.charter.k12.mn.us/component/content/article/184-about-us-cat/governance/policies-procedures/700-non-instructional-operations/403-714-enrollment-policy.html?Itemid=437
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	-
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://docs.google.com/document/d/12EetcE9TuJiG7Eqa2O_a6CwuGDqPEb36bFO7EXltcK0/edit?usp=sharing
World's Best Workforce Report	https://docs.google.com/document/d/12EetcE9TuJiG7Eqa2O_a6CwuGDqPEb36bFO7EXltcK0/edit?usp=sharing
124E.12 (b) A charter 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 Board policy must include a sealed proposal process, which requires all proposals to be opened at the same time. Upon opening the	https://pact.charter.k12.mn.us/component/content/article/181-about-us-cat/governance/policies-procedures/400-human-resources/347-424-health-

proposals according to the School or cooperative policy, the proposals become public data under chapter 13.

insurance-policy.html?Itemid=437

Standard 17: The Board has a policy review calendar and reviews and updates its policies as needed or required by state law.

X	2-Meets	The Board has a thorough policy review calendar/plan and review policies as a regular component of regular Board meetings.
	1-Partially Meets	The Board has a policy review calendar/plan and reviews policies at half or fewer of the regular Board meetings.
	0-Does Not Meet	The Board does not have a calendar/plan for policy review and/or reviews policies at half or fewer of the regular 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 a process for reviewing policies as evidenced by policy reviews and revisions noted in meeting minutes.

- Policy Review from the minutes:

PAC T	Mar- 22	<p>Policies</p> <ul style="list-style-type: none"> ● 208 - Executive Director, Hiring, Supervision and Evaluation Policy ○ Will be discussed during the Regular Session. ● 603.2 - Transfer Credit Policy ○ Slight updates were suggested.
PAC T	Apr- 22	<p>525 - Electronic Devices (Student) Policy</p> <p>714 - Enrollment Policy</p> <p>603.2 Transfer Credit Policy</p>

VOA GOVERNANCE REPORT FOR SCHOOLCRAFT

(Reflecting the time period from July 1, 2021 – June 30, 2022)

School: Schoolcraft Learning Center
Address: 8659 Thorsonveien Rd NE
Bemidji, MN 56601

Phone: (218) 586-3284

Website: <http://www.Schoolcraft.org>

FY22 Director: Adrienne Eickman

Email: adrienne@Schoolcraft.org

Phone: (218) 586-3284

Current Leadership:

[FY](#) Board Chair: Kathy Douglas (May/2019)

Email: Kathy@Schoolcraft.org

Phone: (218) 586-3284

Current Board Chair:

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*.		
x	2-Meets	The Board structure meets bylaws and state statute.
	1-Partially Meets	The Board did not meet requirements for the entire fiscal year.
	0-Does Not Meet	The Board structure does not meet bylaws and/or state statute.
Data Source: Annual Report, School Website, Bylaws		

STANDARD 1 ANALYSIS

The School met this standard. The Board structure meets bylaws and state statute.

Bylaws:

“(a) The charter school board of directors shall be composed of at least five nonrelated members and include: (1) at least one licensed teacher employed as a teacher at the school or providing instruction under contract between the charter school and a cooperative; (2) at least one parent or legal guardian of a student enrolled in the charter school who is not an employee of the charter school; and (3) at least one interested community member who resides in Minnesota and is not employed by the charter school and does not have a child enrolled in the school. The board may include a majority of teachers described in this paragraph or parents or community members, or it may have no clear majority. The chief financial officer and the chief administrator may only serve as ex-officio nonvoting board members.

Annual Report

Name/Contact Info	Occupation/File Folder if applicable	Date Elected/Appointed	Term of Service	Attendance Rate 21-22
Caige Jambor caige@schoolcraft.org	SLC Teacher	Appointed 11/2019 Re-elected 2021	May 2021-May 2023	14/14
Kendra Carlson* kendra@schoolcraft.org	SLC Teacher	4/20	May 2020-April 2022	14/14
April Aylesworth* april.aylesworth@schoolcraft.org	SLC Parent	4/20	May 20-April 2022	11/14
Alyssa Kruger* alyssa@schoolcraft.org	SLC Teacher	4/19	May 2020-April 2022	14/14
Kathy Douglas* Board Chair kathyd@schoolcraft.org	SLC Parent Board Chair	4/20	March 2020-April 2022	12/14
Stacy Bender-Fayette stacy@schoolcraft.org	Community Member	4/21	April 2021-April 2023	10/14
Nyleta Belgarde nyleta@schoolcraft.org *Elected Board Chair in April 2022	SLC Parent	4/21	April 21-April 23	10/14

Margaret Larson maggie@schoolcraft.org *Resigned May 2022	SLC Teacher	4/21	2021-2023	13/14
Members elected in April 2022 *Attendance as of June 2022				
Chelsey Jourdain chelsey.jourdain@schoolcraft.org	SLC Parent	4/22	April 2022-April 2024	1/3
Jonni Shough jonni@schoolcraft.org	SLC Teacher	4/22	April 2022-April 2024	3/3
AnnaMae Sovick annamae@schoolcraft.org	SLC Teacher	4/22	April 2022-April 2024	3/3
Kendra Carlson kendra@schoolcraft.org	SLC Teacher	Appointed 6/22	June 2022-April 2023	2/3
Justin Pitt justin.pitt@schoolcraft.org	SLC Teacher	4/22	April 2022-April 2024	3/3

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.		
x	2-Meets	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.
	1-Partially Meets	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.
	0-Does Not Meet	The Board does not have a plan to ensure Board members have the necessary knowledge.
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 utilizes regular Board meeting agendas to monitor and ensure members have the necessary knowledge in key areas and they also documented the knowledge gained by members in their annual report.

Standard 3: The Board adheres to an orientation process for bringing on new members.		
x	2-Meets	The Board adheres to a thorough process for the orientation of new Board members.
	1-Partially Meets	The Board has a process for the orientation of new Board members, but it is not consistently followed.
	0-Does Not Meet	The Board does not have a membership orientation process for 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. The 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.		
x	2-Meets	All Board members comply with Minnesota law regarding Board training requirements.
	1-Partially Meets	One Board member did not fully comply with Minnesota law regarding Board training requirements and was removed:
	0-Does Not Meet	More than one Board member did not fully 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 Board also engages in Board training at the onset of their regular Board meetings.

Topics have included:

- Creating a Board Development Plan
- Conducting a Board Election
- Taking Minutes
- Approving an Annual Plan
- Data Practices

The School provided the following table in the FY22 annual report showing Board training.

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
Nyleta Belgarde	Introduction to Board Governance Employment in Charters Oversight of Financial Matters Received re-training Introduction to Board Governance Employment in Charters Oversight of Financial Matters	6/12/2018 6/18/2021
Kathy Douglas	Introduction to Board Governance Employment in Charters Oversight of Financial Matters Oversight of Financial Matters	10/14/2017 5/31/2016
Caige Jambor	Introduction to Board Governance Employment in Charters Oversight of Financial Matters	1/15/2020 Repeat/Refresh training June 16, 2022
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
Justin Pitt	Introduction to Board Governance Employment in Charters Conduct Financial Oversight 1, 2, 3	June 16, 2022
AnnaMae Sovick	Introduction to Board Governance Employment in Charters Conduct Financial Oversight 1, 2, 3	June 16, 2022
Jonni Shough	Introduction to Board Governance Employment in Charters Conduct Financial Oversight 1, 2, 3	June 16, 2022

Standard 5: The Board of Directors completes a self-evaluation each year.		
x	2-Meets	The Board completes a formal self-evaluation each year.
	1-Partially Meets	The Board completes informal self-evaluations during one or more Board meeting(s).
	0-Does Not Meet	The Board did not complete a self-evaluation.
Data Source: Board Minutes, Board Development Committee Minutes		

STANDARD 5 ANALYSIS

The School met this standard. The Board completes a self-evaluation annually and meets this standard. The Board conducted self-evaluations at the end of the Board meetings. 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.		
x	2-Meets	The Board has no infractions of MN Open Meeting Law.
	1-Partially Meets	The Board has 1 infraction of MN Open Meeting Law.
	0-Does Not Meet	The Board has 2 or more 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 has no infractions of MN Open Meeting Law. Monthly logs of 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.		
x	2-Meets	Bylaws are consistent with state law and the Board reviews them regularly.
	1-Partially Meets	Bylaws are consistent with state statute but have not been reviewed regularly.
	0-Does Not Meet	Bylaws are inconsistent with state statute.
Data Source: School's Website, Board Minutes, Bylaws, Interview		

STANDARD 7 ANALYSIS

The School met this standard. The Board reviewed the bylaws at the January of 2022 Board meeting.

Standard 8: The Board of Directors adheres to Board member election requirements set forth by state statute*.		
x	2-Meets	All election requirements were met.
	0-Does Not Meet	Election requirements were not met
Data Source: Board Minutes, Bylaws, Board Policies, Interview		

STANDARD 8 ANALYSIS

The School met this standard. Elections were announced and nominations opened on the 23 of February of 2022; nominations were closed on 24 of February of 2022; the election opened and ballots were sent out on 28 of March of 2022; votes were closed on 8 of April of 2022; the Board ratified results on 12 of April of 2022; and new members were seated on 10 of May of 2022.

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): School was in session.
A charter School must notify eligible voters of the Board election dates at least 30 days before the election.	The Board election was announced: Date of election: 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.		
	2-Meets	The Board completed a formal evaluation of the School leader including all aspects of the job description.
	1-Partially Meets	The Board completed an evaluation of the School leader but not on all aspects of the job description.
x	0-Does Not Meet	The Board did not complete an annual evaluation of the School leader.
Data Source: Annual Report, Board Minutes, Committee Minutes, Board Documentation		

STANDARD 9 ANALYSIS

The School did not meet this standard. In the March of 2022, Director Adrienne Eickman notified the Board of her intentions to leave Schoolcraft at the end of the academic year and the Board did not complete an evaluation.

In previous years, the Director is evaluated by a 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. The Board appointed three interim directors to guide the School for the following School year (2022-23), Mark Bjornrud (Director of Operations), Alyssa Kruger (Director of Teaching and Learning), and Jake Anderson (Director of Crew and Culture).

Feb-22	9	Eval. Leader	Issue: Appoint director evaluation committee Outcome: Review/Approve Person Responsible: Adrienne Stacy and Kathy were appointed to be on the director evaluation committee.
May-22	9	Eval. Leader	Issue: Director Evaluation Outcome: Review/Approve Person Responsible: Megan, Adrienne Motion: Jonni Shough motions to revive the director evaluation sub committee led by Nyleta and Stacy and perform the director evaluation Second: Justin Pitt seconds Outcome: unanimous approval, motion carries

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	2-Meets	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.
	0-Does Not Meet	A professional development plans for the non-licensed individual(s) was not documented in the School's annual report.
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 Adrienne Eickman had an administrator's license #466187. In the May of 2020, Adrienne completed her coursework in educational leadership and is eligible for an administrative license.

Standard 11: The Board of Directors monitors the organization's adherence to Board policies.		
x	2-Meets	Meeting minutes include three or more examples of the Board monitoring the organization's adherence to Board policies.
	1-Partially Meets	Meeting minutes includes one or two examples of the Board monitoring the organization's adherence to Board policies.
	0-Does Not Meet	Meeting minutes include no evidence of the Board monitoring the organization's adherence to 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 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 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.

Aug-21	11	Policy use	<p>Issue: AUP Board Policies Outcome: Review/Approve Person Responsible: Kathy, Adrienne Caige motioned to accept the AUP Board Policies with the revision to the AUP 6-8 policy. Kathy seconded. All approved, motion passed.</p> <p>Issue: Pledge of Allegiance Policy Outcome: Review/Approve Person Responsible: Kathy, Adrienne Alyssa motioned to accept the Pledge of Allegiance Policy. Maggie seconded. All approved, motion passed.</p>
Mar-22	11	Policy use	<p>Review employee handbook Outcome: Review/Approve Person Responsible: Adrienne, Kathy Alyssa motioned to table the review of the employee handbook until after the finance committee has met. Nyleta seconded the motion. Roll call vote, all approved.</p>

Standard 12: The Board of Directors complies with Federal data practices law and the Minnesota Data Practices Act (Minn. Stat. Chapter 13)*.		
X	2-Meets	Data practice policies are in place in accordance with state statute and staff are appropriately trained in Data Practices.
	1-Partially Meets	Data practice policies are in place in accordance with state statute but staff were not trained in Data Practices.
	0-Does Not Meet	Data practice policies are not fully in place.
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 practice policies are in place in accordance with state statute and staff are appropriately trained in Data Practices.

The School has the following data practices policies:

- The School has the Data Privacy Policy (#207) (<https://docs.google.com/document/d/13jaGrQrgRrQEgoghV0gABhZhUweMMEDz31rizKJJix8/edit>)
- 515 Protection and Privacy of Pupil Records (<https://docs.google.com/document/d/1GKGG2ZaSPAdwmnYXJK6gIe1qAmtCXDNHpg5E64IG2SQ/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 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: Adrienne Eickman
- Data Practices Compliance Official: Kathy Douglas
- Data Practice Designee: Alison Drietz

Standard 13: The Board of Directors provides ongoing oversight of School academic performance.		
X	2-Meets	Meeting minutes include evidence of regular oversight of School academic performance.
	1-Partially Meets	At least half of the Board meeting minutes include evidence of oversight of School academic performance.
	0-Does Not Meet	Less than half of the Board meeting minutes or less include evidence of oversight of School academic performance.
Data Source: Board Minutes		

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).

Aug-21	<p>Director's Report</p> <p>Outcome: Review/Approve</p> <p>Person Responsible: Adrienne, Kathy</p> <p>ADM is at 200. There will be a new mathematics curriculum for both K-5 and 6-8. Issue:</p> <p>Discussion: Safe Learning Plan Updates Outcome: Review/Approve</p> <p>Person Responsible: Kathy, Adrienne</p> <p>Alyssa motioned to table the Safe Learning Plan Updates Discussion until a special meeting on August 19, 2021. Caige and Stacy seconded.</p>
Oct-21	<p>Kathy motioned to accept the Annual Report with the agreed changes.</p>
Mar-22	<p>Safe Learning Plan Updates Outcome: Review/Approve</p> <p>Person Responsible: Adrienne, Kathy</p> <p>April motioned to accept Option One on the Safe Learning Plan Update as written. Alyssa seconded the motion. Roll call vote, all approved.</p>

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.		
	2-Meets	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.
X	1-Partially Meets	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.
	0-Does Not Meet	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.
Data Source: Annual Report, Board Minutes, School Data, Interview		

STANDARD 14 ANALYSIS

The School partially this standard. The student retention rate was over 99%. The teacher retention rate: 78.9%. In the parent survey, 84.93% agreed or strongly agreed that they were satisfied with SLC.

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	2-Meets	The Board documents were distributed to all Board members at least 3 days prior to each Board meeting.
	1-Partially Meets	The Board documents were not distributed to all Board members one or two times.
	0-Does Not Meet	The Board documents were not distributed to all Board members three or more times.
Data Source: Monthly Board Minute Review Logs, Board Chair Statement		

STANDARD 15 ANALYSIS

The School met this standard. VOA-MN's records show that all packets were received 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*.

X	2-Meets	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.
	1-Partially Meets	Complete information is available both in a binder and on the School's website but there are 1-2 incidents of incomplete information.
	0-Does Not Meet	Information is incomplete in the binder or on the School's website.

Data Source: School Website

STANDARD 16 ANALYSIS

The School met this standard. The 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. Links to necessary policies and documents are 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;	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.
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.	537 Kindergarten Lottery Policy: https://docs.google.com/document/d/1PuDBskWta0Gb5--sr7FPz-JtaaUS2_R0BVD-KHeJwTc/edit 538 Enrollment: https://docs.google.com/document/d/1ksIY-GK2P9qFA4RhBpxM0nuN91SB5h9FDIeswl_-jrY/edit
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 upper left of every page. Mailing address: Found at the bottom of every page. Bylaws: http://Schoolcraftmn.apptegy.us/o/Schoolcraftlearning/browse/16758 (2017 folder)
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.Schoolcraft.org/page/annual-report-and-wbwf
World's Best Workforce Report	https://www.Schoolcraft.org/page/annual-report-and-wbwf
124E.12 (b) A charter 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 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.Schoolcraft.org/page/group-health-policy

Standard 17: The Board has a policy review calendar and reviews and updates its policies as needed or required by state law.		
X	2-Meets	The Board has a thorough policy review calendar/plan and review policies as a regular component of regular Board meetings.
	1-Partially Meets	The Board has a policy review calendar/plan and reviews policies at half or fewer of the regular Board meetings.
	0-Does Not Meet	The Board does not have a calendar/plan for policy review and/or reviews policies at half or fewer of the regular 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 a process for reviewing policies as evidenced by policy reviews and revisions noted in meeting minutes.

Aug-21	17	Policy review	<p>Issue: AUP Board Policies Outcome: Review/Approve Person Responsible: Kathy, Adrienne Caige motioned to accept the AUP Board Policies with the revision to the AUP 6-8 policy. Kathy seconded. All approved, motion passed.</p> <p>Issue: Pledge of Allegiance Policy Outcome: Review/Approve Person Responsible: Kathy, Adrienne Alyssa motioned to accept the Pledge of Allegiance Policy. Maggie seconded. All approved, motion passed.</p>
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Sep-21	17	Policy review	<p>School Lunch Policy On a motion duly made and seconded, Brunt/Thomas, the Spectrum Board of Directors unanimously approved the School Lunch Policy as amended. Role Call Voting Yay: Sagstetter, Brunt, Thomas, Israelson, and Moe Voting Nay: None</p> <p>Employee Referral Program Policy On a motion duly made and seconded, Israelson/Moe, the Spectrum Board of Directors unanimously approved the Employee Referral Program Policy as presented. Role Call Voting Yay: Sagstetter, Brunt, Thomas, Israelson, and Moe Voting Nay: None</p> <p>Amended Data Practices Policy – Data Subjects On a motion duly made and seconded, Brunt/Thomas, the Spectrum Board of Directors unanimously approved the amended Data Practices Policy – Data Subjects as presented. Role Call Voting Yay: Sagstetter, Brunt, Thomas, Israelson, and Moe Voting Nay: None</p>
Dec-21	17	Policy review	<p>Amended: Board Development Team Policy Conference Attendance Policy Reviewed: Fundraising Policy Video Surveillance Policy</p>

Jan-22	17	Policy review	<p>Amended Fundraising Policy</p> <p>The Board reviewed the amended Fundraising Policy. Mr. DeBruyn shared that the amendments bring clarity to the policy as to whom persons must work with when raising funds. Also, the policy now calls out the requirement to obtain necessary permits, i.e., gambling. Lastly, the policy also now addresses crowdfunding, which has become a readily used means by which to raise funds. He went on to state that no crowdfunding event should ever require a student or family to meet a specific threshold of giving as a condition of participation in an activity.</p> <p>Video Surveillance Policy</p> <p>Mr. DeBruyn presented the Video Surveillance Policy to the Board. He shared that the policy calls out specifically who has access to the surveillance information and what specific steps are needed in order to gain access. The purpose of the policy is to promote a safe environment by deterring conduct that violates the law, and/or School rules and policies; to record images for future identification of individuals in the event of violations of law, and/or School rules or policies; to aid in search of lost or missing people; and to assist emergency services personnel.</p>
Feb-22	17	Policy review	<p>COVID Testing/Vaccination Policy</p> <p>Mr. DeBruyn stated that the policy is ready should it be needed. If so, it will be submitted for consideration of approval in the future.</p>

**VOA GOVERNANCE REPORT FOR
SOUTHSIDE FAMILY CHARTER SCHOOL**

(Reflecting the time period from July 1, 2021 – June 30, 2022)

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
Phone: 612-872-8322

Board Chair in FY22: Cate Carlis

cate@southsidefamilyschool.org

612-872-8322

Current Board Chair

Stan Hecker

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*.		
x	2-Meets	The Board structure meets bylaws and state statute.
	1-Partially Meets	The Board did not meet requirements for the entire fiscal year.
	0-Does Not Meet	The Board structure does not meet bylaws and/or state statute.
Data Source: Annual Report, School Website, Bylaws		

STANDARD 1 ANALYSIS

The school met this standard. The Board structure meets bylaws and state statute.

- State Statute: Subd. 3.Membership criteria. (a) The ongoing charter school Board of directors shall have at least five non-related members and include: (1) at least one licensed teacher who is employed as a teacher at the school or provides instruction under contract between the charter school and a cooperative; (2) at least one parent or legal guardian of a student enrolled in the charter school who is not an employee of the charter school; and (3) at least one interested community member who resides in Minnesota, is not employed by the charter school, and does not have a child enrolled in the school.
- What do the School Bylaws say about membership: The Board of Directors shall be composed of at least five (5) nonrelated members and no more than thirteen (13) 6 members, a majority of whom shall be parent members. At least one member shall be a licensed teacher employed at SFCS, and at least one member shall be an interested community member who is not employed by the charter school and who does not have children enrolled at the school. The parent seats shall be occupied by parents or legal guardians of students enrolled in the charter school who are not employees of the charter school. A Board member who is both a licensed teacher and a parent of a child enrolled at the School may only fulfill the licensed teacher role, and cannot fill the position of parent. Charter school employees other than licensed teachers shall not serve on the Board. Contractors providing facilities, goods, or services to the charter school shall not serve on the Board.

The school follows both statute and bylaws. As we can see from the table below the Board always had at least 5 members, and the majority was parents.

Southside Family Charter School 2021-2022 Board of Directors					
Name	Date Elected	Position	Seat Type	Term Ends	Contact Information (email or phone or address)
Cate Carlis	09/2020	Chair	Teacher	09/2022	cate.board@southsidefamilyschool.org
KJ Starr	09/2020	Vice Chair	Parent	09/2022	kj.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
Manny Duerson	09/2021	Member	Parent	09/2023	manny.board@southsidefamilyschool.org
Michelle Law-Pink	09/2021	Member	Parent	08/2023	michelle.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
Erika Zurawski	09/2020	Member	Parent	09/2022	erika.board@southsidefamilyschool.org
Peggie Carlson	09/2021	Member	Community Member	09/2023	peggie.board@southsidefamilyschool.org
Stan Hacker	09/2021	Member	Community Member	09/2023	stan.board@southsidefamilyschool.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.		
X	2-Meets	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.
	1-Partially Meets	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.
	0-Does Not Meet	The Board does not have a plan to ensure Board members have the necessary knowledge.
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 utilizes regular board meeting agendas to monitor and ensure members have the necessary knowledge in key areas and they also documented the knowledge gained by members in their annual report.

Standard 3: The Board adheres to an orientation process for bringing on new members.		
X	2-Meets	The Board adheres to a thorough process for the orientation of new Board members.
	1-Partially Meets	The Board has a process for the orientation of new Board members, but it is not consistently followed.
	0-Does Not Meet	The Board does not have a membership orientation process for 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 adheres to an orientation process for bringing on new members. The new members received orientation in October of 2021.

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.		
x	2-Meets	All Board members comply with Minnesota law regarding Board training requirements.0 = More than one Board member did not fully comply with Minnesota law regarding Board training requirements;
	1-Partially Meets	One Board member did not fully comply with Minnesota law regarding Board training requirements and was removed:
	0-Does Not Meet	More than one Board member did not fully 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 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.

The monthly Board meeting minutes log included in the minutes of August, October, December, February, and April of FY22.

Aug-21	Board Training Accountability - Benjy needs to complete, present board members training is completed. Members are updating the form as they go.
Oct-21	Board Training Accountability - A new 21-22 Board Training Document has been created and updated in the 2021-2022 Board Folder.
Dec-21	Everyone should have received the link to CharterSource for free board training. If you have trouble accessing the account, please see Julie.
Feb-22	Peggie Carlson took a board member training - in training folder
Apr-22	Guest Speaker - Katie Kalendrude (MSBA) board training on the role of the school board as governance rather than management. Main roles of the board are evaluation, establishing expectations, and adopting policies.

Table 2: Board Member Training

Southside Family Charter School 2021-2022 Board Member Training		
Name of Board Member	Name of Training Attended	Date of Training
Darlis Bell-Grass, Peggie Carlson, Benjy Nicholie, Manny Duerson, Julia Miller, James Orione, KJ Starr, Erika Zurawski	Katie Kalendrude, MSBA Presentation	3/23/22
Stan Hacker	MACS Course 150	11/9/21
Cate Carlis	Charter Source Board Infrastructure series	5/20/22
Peggie Carlson	VOA Annual Conference	6/13-16/22
Manny Duerson	Board Training Basics New Member Series	5/20/22

Michelle Law-Pink	Board Training Basics New Member Series	4/19/22
KJ Starr	What Every Lawyer Should Know about the Future of Transgender Student Rights (American Constitutione Society)	9/22/21

Standard 5: The Board of Directors completes a self-evaluation each year.		
x	2-Meets	The Board completes a formal self-evaluation each year.
	1-Partially Meets	The Board completes informal self-evaluations during one or more Board meeting(s).
	0-Does Not Meet	The Board did not complete a self-evaluation.
Data Source: Board Minutes, Board Development Committee Minutes		

STANDARD 5 ANALYSIS

The school met this standard. The Board of Directors completes a self-evaluation each year, in addition to Board reflections at the end of every Board meeting.

It is included in the minutes that the Board applies self-evaluation in most Board meetings.

Dec-21	Self eval.	The Board reflected on the question, How as a board member do I contribute to collaboration, a key organization value? Contributing to teaching each day, Listening to parent voices and representing them at the board meetings, balancing perspectives and giving grace in order to move through emotional reactions to arrive at a thoughtful response
Jan-22	Self eval.	Board Reflection: Cate shared a sample of board reflection/self evaluation tool and opened for discussion on the importance of evaluation but what would be the best practices moving forward. Strategic Planning, Evaluation/Review, and Clear Communication were all included in the discussion.
Feb-22	Self eval.	Board Reflection: How do you stay informed about challenges and trends in education locally and nationally as it applies to your service as a board member? Keeping a close eye on what is happening with St. Paul/Minneapolis strikes and how to support as it impacts our community. Understanding how education advocacy is important. There is a wider perspective, having the ability to bring solidarity to our school. Being informed allows board members to be more connected to both local and extending institutions.
Apr-22	Self eval.	Board Reflection: What were some takeaways from today's speaker that will inform your future work with the board? Good reminders to keep board "hat" on during board meetings. Made me realize we should better align the data we ask to be presented with goals from the strategic plan.
May-22	Self eval.	How do I fulfill the board's role of oversight of school finances? (Tabled)

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	2-Meets	The Board has no infractions of MN Open Meeting Law.
	1-Partially Meets	The Board has 1 infraction of MN Open Meeting Law.
	0-Does Not Meet	The Board has 2 or more 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 has no infractions of MN Open Meeting Law.

Standard 7: The Board regularly reviews, updates, and approves its bylaws. The bylaws are consistent with state law.		
X	2-Meets	Bylaws are consistent with state law and the Board reviews them regularly.
	1-Partially Meets	Bylaws are consistent with state statute but have not been reviewed regularly.
	0-Does Not Meet	Bylaws are inconsistent with state statute.
Data Source: School's Website, Board Minutes, Bylaws, Interview		

STANDARD 7 ANALYSIS

The school met this standard. The Board last reviewed the bylaws in February of 2022. The bylaws are consistent with state law.

Standard 8: The Board of Directors adheres to Board member election requirements set forth by state statute*.		
	2-Meets	All election requirements were met.
X	0-Does Not Meet	Election requirements were not met
Data Source: Board Minutes, Bylaws, Board Policies, Interview		

STANDARD 8 ANALYSIS

The school did not meet this standard. Elections were announced less than 30 days prior to the election.

- Elections announced: August 25, 2021
- Election held: September 23, 2021

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.		
	2-Meets	The Board completed a formal evaluation of the school leader including all aspects of the job description.0 = The Board did not complete an annual evaluation of the school leader;
	1-Partially Meets	The Board completed an evaluation of the school leader but not on all aspects of the job description.
X	0-Does Not Meet	The Board did not complete an annual evaluation of the school leader.
Data Source: Annual Report, Board Minutes, Committee Minutes, Board Documentation		

STANDARD 9 ANALYSIS

The school did not meet this standard. There was no school leader evaluation done in FY2022.

In the October 2021 meeting: The Interim School Administrator task force needs to be developed and a charge created for the work group purpose. This is not a hiring committee - but rather an evaluative group of the leadership model/policy. Stan and Tarik will connect and return to the board next month with an update. However, an evaluation was not completed.

For the 2021-22 school year, after a School Administrator search yielded too few results and with a full admin team that was new to their respective roles, the Board voted to hire transition consultant Julie Cohrs as the Interim School Administrator. Julie brings over 13 years of experience working with charter schools, nonprofits, and early childhood centers, providing leadership support for organizations facing significant challenges. The executive leader (School Administrator) is evaluated annually by the Board of Directors. A summary of the process can be found in Appendix A; the entire process is available from the Board Chair.

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	2-Meets	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.
	0-Does Not Meet	A professional development plans for the non-licensed individual(s) was not documented in the school's annual report.
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 has a Board-approved professional development plan for the school director (if applicable as required by Minn. Stat. 124E.12, Subd. 2*).

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

**Southside Family Charter School
2021-2022 Administrative Team Professional Development Activities**

Administrative Staff	Activity	Date	Hours
Julie Cohrs	Operations Institute – Charter Source	Summer 2021	36
Julie Cohrs	VOA Annual Conference	June 2022	24
Julie Cohrs	MACS Charter School Leader Calls	9/2021- 6/2022	39
Julie Cohrs	Administrator PLC/Book Studies	10/2021- 05/2022	28
Jamesha Hodge	Operations Institute – Charter Source	Summer 2021	36
Tarik Thorton	Restorative Practice and Circles CRC Minnesota	May 2022	24

Standard 11: The Board of Directors monitors the organization's adherence to school Board policies.		
x	2-Meets	Meeting minutes include three or more examples of the Board monitoring the organization's adherence to school Board policies.
	1-Partially Meets	Meeting minutes includes one or two examples of the Board monitoring the organization's adherence to school Board policies.
	0-Does Not Meet	Meeting minutes include no evidence 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:

Aug-21	Policy review	Request to table policies to next regular board meeting, due to Cate absence. Policy 511, 508, 801, 609, 502 Policies tabled to October Board Meeting.
Sep-21	Policy review	Policy 437: Employee Vaccination (2nd Reading)
Apr-22	Policy review	Policies Review/Amend/Approved - Benjy made a motion to renumber the policies as listed in the committee report.
May-22	Policy review	Peggie Carlson moved to approve Policy 504 and 704 as amended in the board packet. Motion was seconded. Motion Passes. Policy 428 Cate and KJ shared an update regarding changes and adding an internal hiring process for the school administrator. KJ made a motion to approve the policy Motion was seconded. Motion passes (Abstentions: Darlis, Julia and James)

Standard 12: The Board of Directors complies with Federal data practices law and the Minnesota Data Practices Act (Minn. Stat. Chapter 13)*.		
X	2-Meets	Data practice policies are in place in accordance with state statute and staff are appropriately trained in Data Practices.
	1-Partially Meets	Data practice policies are in place in accordance with state statute but staff were not trained in Data Practices.
	0-Does Not Meet	Data practice policies are not fully in place.
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/fpc/ferpa/index.html>).

STANDARD 12 ANALYSIS

The school met this standard. Data practice policies are in place in accordance with state statute and staff are appropriately trained in Data Practices.

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).

Responsible Authority: Julie Cohrs

Data Practices Compliance Official: Julie Cohrs

Data Practice Designee: Jamesha Hodge

Standard 13: The Board of Directors provides ongoing oversight of school academic performance.		
X	2-Meets	Meeting minutes include evidence of regular oversight of school academic performance.
	1-Partially Meets	At least half of the Board meeting minutes include evidence of oversight of school academic performance.
	0-Does Not Meet	Less than half of the Board meeting minutes or less include evidence of oversight of school academic performance.
Data Source: Board Minutes		

STANDARD 13 ANALYSIS

The school met this standard. Academics are discussed and reviewed as part of the School Director's report.

Title One Presentation - Julie Cohrs. Review and Approve Annual Report for SY 2020

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.		
	2-Meets	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.
X	1-Partially Meets	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.
	0-Does Not Meet	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.
Data Source: Annual Report, Board Minutes, School Data, Interview		

STANDARD 14 ANALYSIS

The School partially met this standard. The school provided data that the teacher retention rate was 85% , the student retention rate was 90%, but that the parent satisfaction rate was only 41%.

Parent satisfaction:

There were 39 parent respondents (about 40% of families, compared with 31% last year). This year’s survey included an option to decline answering individual survey questions by indicating they are “completely satisfied with the staff, board, and community of Southside Family Charter School.” A total of **41% of parent respondents chose this option**, and did not complete the remaining survey questions. The remaining 59% of respondents were asked to rate their satisfaction on a 4-point scale ranging from “Very Dissatisfied” to “Very Satisfied.” For analytic purposes, “General Satisfaction” indicates that at least 85% of respondents chose “Very Satisfied or “Satisfied” for that item. “High Endorsement” indicates that at least 70% of respondents chose the “Very Satisfied” rating.

Satisfaction with all programs showed a positive shift compared to last year. But these measures did not include the 41% of survey respondents who opted out of the survey because of overall satisfaction with the school. In addition, all programs received highly satisfied ratings with Clubs (61%) being ranked highest, followed by field trips (40%) and guest speakers/residencies. (39%)

Teacher retention:

Southside Family Charter School employed thirteen licensed teachers during the 2021-2022 school year. In addition to the licensed teaching staff, the school employed fourteen paraprofessionals. **85%** of the licensed teachers will return in Fall 2022 which is an increase from last year.

Student attrition:

Two students transferred out of SFCS after October 1st and 0 additional students were enrolled after October 1st so that the total enrollment decreased by two between October 1st and the last day of school.

Table 9: Student Attrition Data for 2021-2022

Southside Family Charter School 2020-2021 School Year Student Attrition*				
	Enrolled Oct. 1, 2021	Enrolled After Oct. 1, 2021	Exited After Oct. 1, 2021	Enrolled End of Year
Kindergarten	12	0	0	12
Grade 1	15	0	1	14
Grade 2	17	0	0	17
Grade 3	15	0	1	14
Grade 4	18	0	0	18
Grade 5	15	0	0	15
Grade 6	12	0	0	12
Grade 7	14	0	0	14
Grade 8	11	0	0	11
Total 2021-20212	129	1	2	127
Historical Results	Enrolled Oct. 1	Enrolled After Oct. 1	Exited After Oct. 1	Enrolled End of Year
Total 2020-2021	118	10	8	120
Total 2019-2020	123	7	9	121
Total 2017-2018	117	1	2	116
Total 2016-2017	118	0	1	117

*Source: Southside Family Charter School Enrollment Data and Annual Reports

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.		
	2-Meets	The Board documents were distributed to all Board members at least 3 days prior to each Board meeting.
	1-Partially Meets	The Board documents were not distributed to all Board members one or two times.
X	0-Does Not Meet	The Board documents were not distributed to all Board members three or more times.
Data Source: Monthly Board Minute Review Logs, Board Chair Statement		

STANDARD 15 ANALYSIS

The School did not meet this standard as VOA records indicate that packets were not distributed 3 days prior to a Board meeting three or more times.

VOA-MN's records shows the following information:

- December packet was received 2 days prior to the meeting
- March packet was received 1 day prior to the meeting
- June packet was not sent but got off of the SFCS website.

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*.

	2-Meets	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.
	1-Partially Meets	Complete information is available both in a binder and on the school's website but there are 1-2 incidents of incomplete information.
x	0-Does Not Meet	Information is incomplete in the binder or on the school's website.
Data Source: School Website		

STANDARD 16 ANALYSIS

The School did not meet this standard. Information is incomplete 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 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	Status
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official Website: (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;	<p>Routine checks of minutes links found that some are not clickable, and minutes for FY23 were missing. As of January 11, 2023, the November 19, 2022 and October 29, 2022 minutes were not available.</p> <p>Link: https://www.southsidefamilyschool.org/District/1197-https-docs-google-com-document-d- </p>

	1uJfI8EHDCeO09KXYRjDWY7vE-9zhj0bG44l-Y1iHT7w-edit.html
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;	https://www.southsidefamilyschool.org/District/1221-Untitled.html
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.	Authorizer information was not located on the website.
124E.11 Subd. 3 (b) The charter school must develop and publish, including on its <i>Website</i> , a lottery policy and process that it must use when accepting pupils by lot.	Link: https://www.southsidefamilyschool.org/files/user/21/file/_591%20Enrollment%202022.docx.pdf
124E.13 Subd. 3. (b) (3) post on the school <i>Website</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>Website</i> .	https://www.southsidefamilyschool.org/files/user/18/file/2020-21%20Annual%20Report.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>Website</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.	Link: https://www.southsidefamilyschool.org/files/user/18/file/405_%20Purchase%20of%20Group%20Health%20Insurance%201_21_21.pdf

Standard 17: The Board has a policy review calendar and reviews and updates its policies as needed or required by state law.		
X	2-Meets	The Board has a thorough policy review calendar/plan and review policies as a regular component of regular Board meetings.
	1-Partially Meets	The Board has a policy review calendar/plan and reviews policies at half or fewer of the regular Board meetings.
	0-Does Not Meet	The Board does not have a calendar/plan for policy review and/or reviews policies at half or fewer of the regular 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 a process for reviewing policies as evidenced by policy reviews and revisions noted in meeting minutes.

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

Aug-21	Policy review	Request to table policies to next regular board meeting, due to Cate absence. Policy 511, 508, 801, 609, 502 Policies tabled to October Board Meeting.
Sep-21	Policy review	Policy 437: Employee Vaccination (2nd Reading)
Apr-22	Policy review	Policies Review/Amend/Approved - Benjy made a motion to renumber the policies as listed in the committee report.

May-22	Policy review	<p>Peggie Carlson moved to approve Policy 504 and 704 as amended in the board packet.</p> <p>Motion was seconded.</p> <p>Motion Passes.</p> <p>Policy 428</p> <p>Cate and KJ shared an update regarding changes and adding an internal hiring process for the school administrator.</p> <p>KJ made a motion to approve the policy</p> <p>Motion was seconded.</p> <p>Motion passes (Abstentions: Darlis, Julia and James)</p>
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**VOA GOVERNANCE REPORT FOR
SPECTRUM**

(Reflecting the time period from July 1, 2021 – June 30, 2022)

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: dlucas@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*.		
x	2-Meets	The Board structure meets bylaws and state statute.
	1-Partially Meets	The Board did not meet requirements for the entire fiscal year.
	0-Does Not Meet	The Board structure does not meet bylaws and/or state statute.
Data Source: Annual Report, School Website, Bylaws		

STANDARD 1 ANALYSIS

The School met this standard. The Board is in alignment with statutory requirements and their bylaws.

Statute says: Subd. 3. Membership criteria. (a) The ongoing charter Board of directors shall have at least five non related members and include: (1) at least one licensed teacher who is employed as a teacher at the School or provides instruction under contract between the charter School and a cooperative; (2) at least one parent or legal guardian of a student enrolled in the charter School who is not an employee of the charter School; and (3) at least one interested community member who resides in Minnesota, is not employed by the charter School, and does not have a child enrolled in the School.

Bylaws say: Section 2. Number, Tenure and Qualifications. At the time of election, the Board of Directors shall be composed of not less than five (5) but not more than seven (7) non related members and include: (i) two (2) licensed teachers employed at the School or providing instruction under contract between the charter School and a cooperative; (ii) at least two (2), but not more than four (4) parents or legal guardians of a student enrolled in the charter School, who are not an employee of the School; and (iii) at least one (1), but not more than two (2) interested community member(s) who reside(s) in Minnesota, is/are not employed by the charter School, and do(es) not have a child enrolled in the School.

- **School Board Governance**

Board Members for the 2021-2022 School Year

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	Treasurer	2019	2025	218-722-7574	bcarroll@harborcityschool.org
Aryn	Bergsven	Teacher	Secretary	2020	2023	218-722-7574	abergsven@harborcityschool.org
Krissa	Boman	Teacher	Member	2022	2025	218-722-7574	kboman@harborcityschool.org
Blair	Powless	Parent	Member	2021	2024	218-722-7574	bpowless@harborcityschool.org
Victoria	Tracy	Community	Member	2021	2024	218-722-7574	vtracy@harborcityschool.org
Pam	Gipe	Parent	Vice chair	2020	2023	218-722-7574	pgipe@harborcityschool.org
Brian	Lukasavitz	Parent	Member	2022	2025	218-722-7574	blukasavitz@harborcityschool.org
Liz	Holte	Teacher	Teacher	2020	2023	218-722-7574	eholte@harborcityschool.org
Tim	Tydlacka	director	ex-officio	NA	NA	218-722-7574	ttylacka@harborcityschool.org

Also the Board meeting minutes show that the Board structure met requirements the entire year.

Monthly Attendance												
Name/Position	J	A	S	O	N	D	J	F	M	A	M	J
Chair Dave Lucas	P	A	A	P	P	P/VC	P/VC	P	P	P	P	P
Vice Chair Tom Sagstetter	P	P	P	P	P	P/VC	P	P/VC	P	P	P	P/VC
Secretary Tony Brunt	P	P	P	P	P	P/VC	P	P	P	P	P	P/VC
Treasurer Joe Thomas	P	P	P/VC	P/VC	P	A	P	P	P	P	P	P/VC
Member Keve Israelson	P	P	P	P	P	P/VC	P	P	P	P	P	P
Member Nancy Moe	P/VC	P/VC	P/VC	P	P/VC	P/VC	P/VC	A	P	P	P	P/VC
Member Cory Taylor	N/A	N/A	N/A	P Cory Taylor seated	P	P/VC	P	P	P	P	P	P
Exec. Director (Ex Officio Member) Dan DeBruyn	P	P	P	P	P	P/VC	P	P	P	P	P	P/VC

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.		
x	2-Meets	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.
	1-Partially Meets	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.
	0-Does Not Meet	The Board does not have a plan to ensure Board members have the necessary knowledge.
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 utilizes regular Board meeting agendas to monitor and ensure members have the necessary knowledge in key areas and they also documented the knowledge gained by members in their annual report.

This is evidence that the Board has a thorough plan to ensure members have the necessary knowledge per this standard. In addition the Annual Report shows the experience and knowledge of the Board members.

Dave Lucas has served on the School's Board since 2007 and served as its Chair since 2008. Mr. Lucas' areas of expertise are in governance and finance. Mr. Lucas is currently employed with Sherburne County as the Solid Waste Administrator and has more than 25 years of professional experience in the solid waste and environmental industry, both public and private. In addition to Mr. Lucas' professional experience, he also served in the United States Marine Corp. Mr. Lucas graduated with a Bachelor of Arts degree in Urban Affairs from St. Cloud State University.

Tom Sagstetter serves as the Board's Vice Chair and has done so since August of 2014. Mr. Sagstetter graduated from the University of Wisconsin, La Crosse with a Bachelor of Science degree in Economics and Finance, with an emphasis in International Economics and Risk Management. He has many years of experience working in the energy industry, most recently with Elk River Municipal Utilities, in the area of energy efficiency, customer care, and natural gas standards.

Tony Brunt serves as the Board Secretary and has taught at the charter School for the past several years. He has an undergraduate Bachelor of Arts degree from the University of Iowa in Social Studies Education. Mr. Brunt served four years in the United States Army infantry, in the Berlin Brigade, the 101st Airborne Division, and deployed to conduct peacekeeping operations between Egypt and Israel. He has previous experience serving on other Boards and previously served on the Spectrum Board. He ran again in 2019 for an open teacher seat and was once again elected to serve.

Nancy Moe has taught Special Education at Spectrum for nine years. She was elected to the Board of Directors in April of 2020. Ms. Moe holds a Bachelor of Arts degree in Elementary Education with a minor in Early Childhood Family Education from St. Cloud State University. In addition, Ms. Moe holds a license in Special Education.

Keve Israelson was appointed to the Board to fill the open parent seat vacated by Rob Stark. He began his service in December of 2020. Mr. Israelson is an Administrative Assistant at Living Word Christian Center, which is a large mega-church located in Brooklyn Park, MN. There, Mr. Israelson is responsible for large project and area budget management, as well as the procurement of volunteers and the subsequent organization of staff and contractors needed for large multi-faceted weekly productions. Mr. Israelson and his family have been involved at Spectrum since the 2017-2018 School year, and have been residents of the Elk River community for many years.

Standard 3: The Board adheres to an orientation process for bringing on new members.		
x	2-Meets	The Board adheres to a thorough process for the orientation of new Board members.
	1-Partially Meets	The Board has a process for the orientation of new Board members, but it is not consistently followed.
	0-Does Not Meet	The Board does not have a membership orientation process for 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.

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).

From the July of 2021 Minutes: Based on the FY20 Board Self-Evaluation results, the Board will finalize the development of a comprehensive orientation process for new Board members by June of 2021.

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.		
x	2-Meets	All Board members comply with Minnesota law regarding Board training requirements.
	1-Partially Meets	One Board member did not fully comply with Minnesota law regarding Board training requirements and was removed:
	0-Does Not Meet	More than one Board member did not fully 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 Annual Report demonstrate that all new and existing Board members have met statutory training requirements.

Standard 5: The Board of Directors completes a self-evaluation each year.		
x	2-Meets	The Board completes a formal self-evaluation each year.
	1-Partially Meets	The Board completes informal self-evaluations during one or more Board meeting(s).
	0-Does Not Meet	The Board did not complete a self-evaluation.
Data Source: Board Minutes, Board Development Committee Minutes		

STANDARD 5 ANALYSIS

The School met this standard. The Board completes a self-evaluation annually and meets this standard. The FY22 Board Self Evaluation Results were accepted during the April of 2022 Board Meeting.

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 maintain a quorum for all Board meetings.		
x	2-Meets	The Board has no infractions of MN Open Meeting Law.
	1-Partially Meets	The Board has 1 infraction of MN Open Meeting Law.
	0-Does Not Meet	The Board has 2 or more 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 has no infractions of MN Open Meeting Law.

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

From the bylaws: Quorum and Adjourned Meeting. A meeting at which at least a majority of the members of the Board of Directors are present shall constitute a quorum for the transaction of business at any meeting of the Board of Directors. If, however, such quorum shall not be present at any such meeting, the director or directors present thereat shall have the power to adjourn the meeting from time to time without notice other than announcement at the meeting, until a quorum shall be present. Notwithstanding the foregoing, if a quorum is present when a duly called meeting is convened, and later enough directors withdraw from the meeting so that less than a quorum remains, the directors remaining may continue to discuss but not transact business until adjournment.

Evidence of appropriate closing of meeting from the March of 2022 Minutes:

CLOSED SESSION – All members of the public and Mr. DeBruyn were excused. Pursuant to Minnesota Statutes, section 13D.05, Subdivision 3(b)(3) the Spectrum Board of Directors moved into a closed session for the purpose of discussing the Executive Director’s annual review.

Standard 7: The Board regularly reviews, updates, and approves its bylaws. The bylaws are consistent with state law.		
x	2-Meets	Bylaws are consistent with state law and the Board reviews them regularly.
	1-Partially Meets	Bylaws are consistent with state statute but have not been reviewed regularly.
	0-Does Not Meet	Bylaws are inconsistent with state statute.
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. According to the Bylaws on the School's website, the Bylaws were last revised on April 28, 2022. Each Board member has a binder and digital version of bylaws and the School office binder contains the bylaws.

April of 2022 Board meeting: The Board reviewed the proposed language changes to its Articles of Incorporation (AoI) and Bylaws. Mr. DeBruyn stated that in 2021, a modification was made to Minnesota Statutes requiring all charter Schools to hold individual Board members liable for any damage caused by any violation of conflict of interest provisions in Minnesota Statutes 2021, section 124E.07, Subdivision 3(b). He went on to state that most charter School AoI and Bylaws include a standard non-profit indemnification clause indemnifying all Board members. He stated that this new carve out in Minnesota Statutes now requires charter Schools to bring their documents into compliance with the law. Mr. DeBruyn went on to note that the Minnesota Department of Education (Charter Center) asked on March 15, 2022 that all charter Schools update their AoI and Bylaws to ensure they are compliant with current Statute.

Standard 8: The Board of Directors adheres to Board member election requirements set forth by state statute*.		
x	2-Meets	All election requirements were met.
	0-Does Not Meet	Election requirements were not met
Data Source: Board Minutes, Bylaws, Board Policies, Interview		

STANDARD 8 ANALYSIS

The School met this standard. The Board election was held on a day while School was in session and there was more than 30-day's notice.

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 School has on its website an election process and procedure guide:

<https://www.spectrumhighSchool.org/Board-of-directors/annual-Board-of-directors-election-process-and-procedure>

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 Board election was announced on the January 27, 2022 Board meeting. On the March 24, 2022 Board meeting the approved candidates were shared.

The 2021-2022 Election Date was reported in the January 27, 2022 Board meeting:

Minnesota Statutes 124E.07 Subdivision 2 Requirements	Evidence
According to, the ongoing Board must be elected before	Not applicable

the School completes its third year of operation.	
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 4, 2022 School was in session. YES
A charter School must notify eligible voters of the Board election dates at least 30 days before the election.	Date of notice: January 27, 2022 Date of election: April 4, 2022 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.		
x	2-Meets	The Board completed a formal evaluation of the School leader including all aspects of the job description.
	1-Partially Meets	The Board completed an evaluation of the School leader but not on all aspects of the job description.
	0-Does Not Meet	The Board did not complete an annual evaluation of the School leader.
Data Source: Annual Report, Board Minutes, Committee Minutes, Board Documentation		

STANDARD 9 ANALYSIS

The School met this standard. The Board completed a formal evaluation of the School leader including all aspects of the job description.

September of 2021 Board meeting: Amended Executive Director Performance Evaluation Policy, Procedure, Timeline.

January of 2022 Board meeting: Annual Executive Director Review Timeline Update Ms. Sorenson provided the Board with a brief update on the steps within the process of the Board reviewing its Executive Director. She noted that one of the two surveys necessary for the process has been completed, which is the one from the Executive Director's direct reports. She went on to share that the Board may anticipate receiving its survey to review the Executive Director shortly. Mr. DeBruyn is in the process of updating his progress on the FY22 goals and this document will accompany the Board and Executive Director feedback survey. Once the surveys are complete, then Mr. Lucas and Mr. Israelson will compile the results and schedule a meeting with Mr. DeBruyn to go over the review. At its closed session, the full Board will receive the review and make a recommendation on the next year's at-will letter.

March of 2022 Board meeting: The Board held a CLOSED SESSION – All members of the public and Mr. DeBruyn were excused. Pursuant to Minnesota Statutes, section 13D.05, Subdivision 3(b)(3) the Spectrum Board of Directors moved into a closed session for the purpose of discussing the Executive Director's annual review.

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	2-Meets	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.
	0-Does Not Meet	A professional development plans for the non-licensed individual(s) was not documented in the School's annual report.
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 meet 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.

Standard 11: The Board of Directors monitors the organization's adherence to Board policies.		
x	2-Meets	Meeting minutes include three or more examples of the Board monitoring the organization's adherence to Board policies.
	1-Partially Meets	Meeting minutes includes one or two examples of the Board monitoring the organization's adherence to Board policies.
	0-Does Not Meet	Meeting minutes include no evidence of the Board monitoring the organization's adherence to 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.

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:

- September:
 - The Committee reviewed the proposed School Lunch Policy (formerly known as the Lunch Charge Policy), which now contains the required recent changes made by the Minnesota legislature. He went on to note that one of the primary purposes of the new legislative rules is to ensure students are not being shamed when it comes to paying for School lunches. While the practice has never been present at Spectrum, the revised policy clarifies the language.
 - Mr. DeBruyn shared that in light of the difficulty with hiring various positions such as custodians, bus drivers, etc., the School would like to consider having a monetary referral program as a possible means to permanently hiring open positions. He went on to share that the proposed policy has been reviewed by the School's outside human resources consultant.
 - The Board reviewed the amended Data Practices Policy – Data Subjects. Mr. DeBruyn used the amended policy as a means of annual training on Data Practices. He shared that the School does an excellent job of making sure that all data, as well as School access, is on a “need to know” basis only to ensure protection of sensitive and private data. Mr.

DeBruyn shared that Ms. Sorenson maintains a log of data requests for the purpose of tracking, etc.

- January:
 - The Board reviewed the amended Fundraising Policy. Mr. DeBruyn shared that the amendments bring clarity to the policy as to whom persons must work with when raising funds. Also, the policy now calls out the requirement to obtain necessary permits, i.e., gambling. Lastly, the policy also now addresses crowdfunding, which has become a readily used means by which to raise funds. He went on to state that no crowdfunding event should ever require a student or family to meet a specific threshold of giving as a condition of participation in an activity.
- March:
 - Mr. Thomas presented the FY23 Long Range Budget Projection – Salary Line Only. He noted that the report shows a 3% increase to FY23 salaries and maintains a 25.6% fund balance, which is in compliance with the School’s Finance policy, as well as an additional \$166,930 being deposited into the fund balance at year end.
- June:
 - Review of Curriculum and Instruction Policy and Test Book Approval Process (informational) Mr. DeBruyn shared that according to Spectrum’s curriculum policy, Spectrum’s Board must approve all proposed textbooks. Currently, curriculum is under review for the AP Biology course. A committee of parents, teachers, and School staff have met to review two different texts. The initial timeline has been extended to provide people sufficient time to complete the review process. It is planned that this process will be completed by the August 19, 2022 Board meeting for consideration of approval.

Standard 12: The Board of Directors complies with Federal data practices law and the Minnesota Data Practices Act (Minn. Stat. Chapter 13)*.		
X	2-Meets	Data practice policies are in place in accordance with state statute and staff are appropriately trained in Data Practices.
	1-Partially Meets	Data practice policies are in place in accordance with state statute but staff were not trained in Data Practices.
	0-Does Not Meet	Data practice policies are not fully in place.
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 practice policies are in place in accordance with state statute and staff are appropriately trained in Data Practices.

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 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
- Sadie Snodgrass Susan Matheson, School Guidance 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.

The FY22 Data Practices Personnel were:

- Mark Leland
- Greg Heinecke
- Christy Siegel
- Cathy Durkot
- Blake Mayes
- Patty Jorris

Standard 13: The Board of Directors provides ongoing oversight of School academic performance.		
X	2-Meets	Meeting minutes include evidence of regular oversight of School academic performance.
	1-Partially Meets	At least half of the Board meeting minutes include evidence of oversight of School academic performance.
	0-Does Not Meet	Less than half of the Board meeting minutes or less include evidence of 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.

Examples include the School staff/administration providing 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.

- July of 2021 Board meeting:

Board Goals 2020-2021 1. Board Academic Goals (Volunteers of America – Minnesota Contract Goals A. Spectrum students will perform well on state examinations in comparison to students at Schools they might otherwise attend (with similar demographics) with an average proficiency rate that meets or exceeds the performance in one or two subjects (math, reading, and science). B. When compared to local Schools with similar demographics that students might otherwise attend (grade levels and subject areas), Spectrum students will perform as well or better on the ACT test. 8 C. Spectrum will maintain an average state-determined minimum growth score between 0 and - 0.5. D. The difference between the “all students” proficiency rate at Spectrum and any reportable subgroup proficiency rate on state accountability tests (MCA, MOD, MTAS) will be reduced in both reading and math over the term of the contract (2019-2024).

- August of 2021 Board meeting:

Mr. DeBruyn presented the document received from the Minnesota Department of Education, which shows that the School has received provisional approval for its online and blended learning model allowing the School to offer online learning options for its students for the first semester of the 2021-2022 School year. The document goes on to state that, if Spectrum plans to extend the approval to the second semester, there are several tasks and deadlines that must be met. Mr. DeBruyn stated that it is the intent of the School to continue offering online learning throughout the School year.

- September of 2021 Board Meeting:

Mr. DeBruyn presented a proposed FY22 Q-Comp Goals. He shared that all goals relate to the discipline of mathematics. They are as follows: 2021-2022 School-wide Q-Comp Goals (indirectly supporting the Board Academic Goals) The percentage of all students enrolled October 1 in grade 6 at Spectrum Middle School that earn an achievement level of Meets the Standards or Exceeds the Standards in Math on all state accountability tests (MCA and MTAS) will increase from 48% in 2021 to 50% in 2022. The percentage of all students enrolled October 1 in grades 7 and 8 at Spectrum Middle School that earn an achievement level of Meets the Standards or Exceeds the Standards in Math on all state accountability tests (MCA and MTAS) will increase from 52.5% in 2021 to 54.5% in 2022. The percentage of all students enrolled October 1 in grade 11 at Spectrum High School that earn an achievement level of Meets the Standards or Exceeds the Standards in Math on all state accountability tests (MCA and MTAS) will increase from 43% in 2021 to 45% in 2021. On a motion duly made and seconded, Brunt/Israelson, the Spectrum Board of Directors unanimously approved the FY22 Q-Comp Goals as stated above. Role Call Voting Yay: Sagstetter, Brunt, Thomas, Israelson, and Moe Voting Nay: None Board Goals 2020-2021 1. Board Academic Goals (Volunteers of America – Minnesota Contract Goals A. Spectrum students will perform well on state examinations in comparison to students at Schools they might otherwise attend (with similar demographics) with an average proficiency rate that meets or exceeds the performance in one or two subjects (math, reading, and science). B. When compared to local Schools with similar demographics that students might otherwise attend (grade levels and subject areas), Spectrum students will perform as well or better on the ACT test. 9 C. Spectrum will maintain an average state-determined minimum growth score between 0 and - 0.5. D. The difference between the “all students” proficiency rate at Spectrum and any reportable subgroup proficiency rate on state accountability tests (MCA, MOD, MTAS) will be reduced in both reading and math over the term of the contract (2019-2024).

- October 2021 Board Meeting:

Mr. DeBruyn gave an update on the online learning program. He shared that Lynn Sommerstad has been hired as the Online Learning Program Coordinator. The first part of the initial application is due to MDE on Monday, November 1st. Ms. Sommerstad has “hit the ground running” and is making excellent progress on the application. Mr. DeBruyn shared that, as of this time there isn’t room to add many students in the high School building, nor additional parking available. As a result, it is not certain what the program will look like to begin with – it may serve our current student body to begin with

and then when additional space for classrooms and parking are available, additional students may be added to enrollment through the online program.

- January of 2022 Board Meeting:

Mr. DeBruyn presented the draft FY21 World's Best Workforce Report. He shared that the report will be submitted to MDE and a final copy will be presented to the Board for consideration of approval at its meeting in February.

- March of 2022 Board Meeting:

Online Learning Program Update – Strategic Plan 2026, Goal #2 Mr. DeBruyn provided a brief update on the program. He shared that the FY23 course registration has been completed. The interest in the online learning program for Spectrum students was lower than anticipated; however, it is felt that it is probably due in part of the online learning fatigue as a result of the pandemic, as well as it being new and therefore there is some uncertainty on how it will work. Spectrum anticipates offering two to four classes online for next year as a means to pilot the program. Mr. DeBruyn went on to state that being approved by MDE to offer an online learning program is necessary for several reasons, and that having an approved program opens up a lot of future possibilities for the School that wouldn't otherwise be available.

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	2-Meets	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.
	1-Partially Meets	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.
	0-Does Not Meet	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.

Data Source: Annual Report, Board Minutes, School Data, Interview

STANDARD 14 ANALYSIS

The School met this standard. 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 compiled from the annual report:

- The parent satisfaction rate for FY22 was: The satisfaction rate for all parents, as measured by the Parent Stakeholder Survey as a part of the strategic planning process, will be above 85% or better. Results for **2021-2022 = 96.80%** who strongly agreed/agreed that they were satisfied with the quality of education provided by Spectrum.
- Student satisfaction based on achieving over 80% retention rates, student retention rate for FY22 was: 2020-2021:89% and 2021-2022:91%
- High levels of teacher satisfaction based on achieving over 80% staff retention rates, staff retention rate for FY22 was:
- **FY22 Non-Teaching Staff Retention Rate: 93%**
- **FY22 Teaching Staff Retention Rate: 93%**

Standard 15: Board documents are distributed to all Board members at least 3 days prior to a Board meeting.		
x	2-Meets	The Board documents were distributed to all Board members at least 3 days prior to each Board meeting.
	1-Partially Meets	The Board documents were not distributed to all Board members one or two times.
	0-Does Not Meet	The Board documents were not distributed to all Board members three or more times.
Data Source: Monthly Board Minute Review Logs, Board Chair Statement		

STANDARD 15 ANALYSIS

The School met this standard. The School confirmed that Board packets were distributed to all Board members at least 3 days prior to 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*.		
X	2-Meets	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.
	1-Partially Meets	Complete information is available both in a binder and on the School's website but there are 1-2 incidents of incomplete information.
	0-Does Not Meet	Information is incomplete in the binder or on the School's website.
Data Source: School Website		

STANDARD 16 ANALYSIS

The School met this standard. The 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. Links to necessary policies and documents are 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;	Up to date, all minutes uploaded: https://www.spectrumhighSchool.org/Board-of-directors/Board-meeting-agendas-and-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;	<p>Yes: https://www.spectrumhighSchool.org/Board-of-directors/current-Board-members</p> <p>Note that Board member Dave Lucas has his terms ending on 6.30.2022 which was updated in the June 2022 Board meeting as he was re-elected till June 2025. This needs to be updated on the website.</p>
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.	<p>https://campussuite-storage.s3.amazonaws.com/prod/1558765/baa23bfc-8b6c-11e9-a877-12b44ef01e22/1942657/7a4b0552-91b6-11e9-bef9-12e61aa817fa/file/SHSAdmissionsandEnrollmentPolicy.pdf</p> <p>The lottery Policy is part of the Admission and Enrollment Policy.</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	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> .	<p>https://campussuite-storage.s3.amazonaws.com/prod/1558765/baa23bfc-8b6c-11e9-a877-12b44ef01e22/2527550/a1714a1e-7d63-11ed-af15-029fd3f30dbd/file/FY22_FINAL_Annual_Report_and_Worlds_Best_Workforce_Report.pdf</p>
World's Best Workforce Report	FY22 World's Best Workforce Report still not uploaded.

124E.12 (b) A charter 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 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.spectrumhighSchool.org/Board-of-directors/files/documents/approved-Board-policies/300-series/Group%20Health%20Insurance%20Coverage%20Policy.pdf>

Standard 17: The Board has a policy review calendar and reviews and updates its policies as needed or required by state law.		
X	2-Meets	The Board has a thorough policy review calendar/plan and review policies as a regular component of regular Board meetings.
	1-Partially Meets	The Board has a policy review calendar/plan and reviews policies at half or fewer of the regular Board meetings.
	0-Does Not Meet	The Board does not have a calendar/plan for policy review and/or reviews policies at half or fewer of the regular 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 a process for reviewing policies as evidenced by policy reviews and revisions noted in meeting minutes.

In addition, Board minutes reflect policies reviewed and/or approved.

September 2021:

- The Committee reviewed the proposed School Lunch Policy (formerly known as the Lunch Charge Policy), which now contains the required recent changes made by the Minnesota legislature. He went on to note that one of the primary purposes of the new legislative rules is to ensure students are not being shamed when it comes to paying for School lunches. While the practice has never been present at Spectrum, the revised policy clarifies the language.
- The Board reviewed the amended Data Practices Policy.
- The Board approved the Employee Referral Program Policy.

November 2021:

- The Board will review the current fundraising policy to determine their role and plan for oversight.
- Amended Board Development Team Policy.

January 2022:

- COVID Testing/Vaccination Policy.
- Video Surveillance Policy.

April 2022:

- Amended Harassment Policy.
- Amended Title IX Policy.

June 2022:

- Amended Tuition Reimbursement Policy (*approval*).
- Review of Curriculum and Instruction Policy and Test Book Approval Process.

**VOA GOVERNANCE REPORT FOR
TWIN LAKES STEM ACADEMY**

(Reflecting the time period from July 1, 2021 – June 30, 2022)

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*.		
x	2-Meets	The Board structure meets bylaws and state statute.
	1-Partially Meets	The Board did not meet requirements for the entire fiscal year.
	0-Does Not Meet	The Board structure does not meet bylaws and/or state statute.
Data Source: Annual Report, School Website, Bylaws		

STANDARD 1 ANALYSIS

The School met this standard. The Board of Directors meet its governance model requirements laid out in its bylaws and membership requirements as required by Minnesota Statute.

- State Statute: Subd. 3.Membership criteria. (a) The ongoing charter Board of directors shall have at least five non-related members and include: (1) at least one licensed teacher who is employed as a teacher at the School or provides instruction under contract between the charter School and a cooperative; (2) at least one parent or legal guardian of a student enrolled in the charter School who is not an employee of the charter School; and (3) at least one interested community member who resides in Minnesota, is not employed by the charter School, and does not have a child enrolled in the School.
- What do the School Bylaws say about membership: The initial Board of Directors shall be as stated in the Articles of Incorporation and each director on the initial Board of Directors shall serve until the first annual meeting. At all times, the Board shall consist of not less than five [5] nor more than eleven [11] members. A majority of the Board of Directors shall, at all times thereafter, consist of the teachers providing instruction under contract with the Corporation. Directors shall designate a Board chair by a majority vote at the first Board meeting following the annual meeting.

2021-2022 Charter Public School Board

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@twinlakesacademy.org
Abigail Hendricks	Vice Chair	Teacher	May 2021	June 2021	June 2024	Abby.hendricks@twinlakesacademy.org
Beth Al-Qudah	Board Member	Parent	May 2020	June 2020	resigned October 2021	beth.alqudah@twinlakesacademy.org
Malaney Peterson	Board Member	Teacher	May 2021	June 2021	June 2024	malaney.peterson@twinlakesacademy.org
Amir Orandi	Board Member	Parent	May 2021	June 2021	June 2024	Amir.Orandi@twinlakesacademy.org
Abdirashid Abdi	Board Member	Community Member	December 2021	January 2022	June 2025	abdirashid.abdi@twinlakesacademy.org
Ann Peterson	Board Member	Community Member	May 2021	June 2021	June 2023	ann.peterson@twinlakesacademy.org
Jonas Beugen	Principal/Supintendent Ex-Officio	Ex-Officio Staff				jonas.beugen@twinlakesacademy.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.		
x	2-Meets	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.
	1-Partially Meets	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.
	0-Does Not Meet	The Board does not have a plan to ensure Board members have the necessary knowledge.
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 utilizes regular Board meeting agendas to monitor and ensure members have the necessary knowledge in key areas and they also documented the knowledge gained by members in their annual report.

Standard 3: The Board adheres to an orientation process for bringing on new members.		
x	2-Meets	The Board adheres to a thorough process for the orientation of new Board members.
	1-Partially Meets	The Board has a process for the orientation of new Board members, but it is not consistently followed.
	0-Does Not Meet	The Board does not have a membership orientation process for 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. New Board members received their orientation in the August of 2021.

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.		
x	2-Meets	All Board members comply with Minnesota law regarding Board training requirements.
	1-Partially Meets	One Board member did not fully comply with Minnesota law regarding Board training requirements and was removed:
	0-Does Not Meet	More than one Board member did not fully 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 comply with Minnesota law regarding Board training requirements.

The Board meetings minutes log includes the following information:

- Board Training - Schedule Governance training for February meeting so new members start training
- Governance training will be scheduled for Mar 21, 2022 @ 6pm

The annual report includes the following information:

INITIAL REQUIRED STATUTORY TRAINING COMPLETED BY 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
Abdirashid Abdi	X	X	X	
Amir Orandi	X	X	X	MNSBA August 2018
Ann Peterson	X	X	X	
Beth Al-Qudah	X	X	X	MNSBA Fall 2020 on-line
Malaney Peterson	X	X	X	

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

STANDARD 5 ANALYSIS

The School met this standard. The Board has a process for Board self-evaluation. They reviewed objectives, goals, strategies, and measures on December 16, 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.		
x	2-Meets	The Board has no infractions of MN Open Meeting Law.
	1-Partially Meets	The Board has 1 infraction of MN Open Meeting Law.
	0-Does Not Meet	The Board has 2 or more 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 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.		
x	2-Meets	Bylaws are consistent with state law and the Board reviews them regularly.
	1-Partially Meets	Bylaws are consistent with state statute but have not been reviewed regularly.
	0-Does Not Meet	Bylaws are inconsistent with state statute.
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 of 2021 Board Meeting.

Standard 8: The Board of Directors adheres to Board member election requirements set forth by state statute*.		
x	2-Meets	All election requirements were met.
	0-Does Not Meet	Election requirements were not met
Data Source: Board Minutes, Bylaws, Board Policies, Interview		

STANDARD 8 ANALYSIS

The School met this standard. The Board election was held on a day while School was in session and there was more than 30-day's notice.

Oct-21	8	Election	Open Board Seats <ul style="list-style-type: none"> ● Two open seats ○ One parent- advertise the opening so parents can apply ○ One community member
Apr-22	8	Election	May Board Election - early voting May 16-18. in person voting on May 19 which is STEM night. Keep 7 Board members, to maintain broader representation on the Board. Will put in the family newsletter going out at the end of April.
May-22	8	Election	Certify May 19th, 2022 Board Election <ul style="list-style-type: none"> ● New Teacher Representative - Jennifer Goplen ● New Parent Representative - Jenabo Touray

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

<p>The Board elections must be held during the School year but may not be conducted on days when the School is closed.</p>	<p>Election date and day(s):</p> <p>The School was in session.</p>
<p>A charter School must notify eligible voters of the Board election dates at least 30 days before the election.</p>	<p>Date of notice:</p> <p>Date of election:</p> <p>Notice was at least 30 days before the election.</p>
<p>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.</p>	<p>The Board Chair confirmed that eligible voters were notified and encouraged to vote.</p>

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.		
X	2-Meets	The Board completed a formal evaluation of the School leader including all aspects of the job description.
	1-Partially Meets	The Board completed an evaluation of the School leader but not on all aspects of the job description.
	0-Does Not Meet	The Board did not complete an annual evaluation of the School leader.
Data Source: Annual Report, Board Minutes, Committee Minutes, Board Documentation		

STANDARD 9 ANALYSIS

The School met this standard. The Board completed a formal evaluation of the School leader including all aspects of the job description. The evaluation of the School leader was done in June of 2022.

The Board meetings minutes log includes the following information:

Jan-22	9	Eval. Leader	Approve Executive Director Revised Contract for January 1, 2022 - June 30, 2023
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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.

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	2-Meets	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.
	0-Does Not Meet	A professional development plans for the non-licensed individual(s) was not documented in the School's annual report.
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 Board policies.		
x	2-Meets	Meeting minutes include three or more examples of the Board monitoring the organization's adherence to Board policies.
	1-Partially Meets	Meeting minutes includes one or two examples of the Board monitoring the organization's adherence to Board policies.
	0-Does Not Meet	Meeting minutes include no evidence of the Board monitoring the organization's adherence to 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.

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.

The Board meetings minutes log includes the following information:

Tesf	Jan-	Issue: Review 100 policy series Outcome: Review/Approve Person Responsible: Kathy, Adrienne Kathy motioned to accept the 100 policy series with the amendments to the 102 and 103 policy series. April seconded. Roll call vote, all approved.
a	22	

Tesa	Feb-22	<p>Issue: Review 200 Series Board policies</p> <p>Outcome: Review/Approve</p> <p>Person Responsible: Kathy, Adrienne</p> <p>Kathy motioned to accept the the review of the 200 series Board policies.</p> <p>Caige seconded the motion.</p> <p>Roll call vote, all approved.</p> <p>Issue: Re-number policy 207/Policy 406</p> <p>Outcome: Review/Approve</p> <p>Person Responsible: Adrienne</p> <p>Kathy motioned to re-number the data privacy considerations policies from 207 to 406 to reflect the</p> <p>model policy. April seconded the motion. Roll call vote, all approved.</p>
Tesa	Mar-22	<p>Policy Revision</p> <ul style="list-style-type: none"> ○ The Executive Director recommends revising policy 591 as found in the document linked below. ○ TLSA Policy 591

Standard 12: The Board of Directors complies with Federal data practices law and the Minnesota Data Practices Act (Minn. Stat. Chapter 13)*.		
X	2-Meets	Data practice policies are in place in accordance with state statute and staff are appropriately trained in Data Practices.
	1-Partially Meets	Data practice policies are in place in accordance with state statute but staff were not trained in Data Practices.
	0-Does Not Meet	Data practice policies are not fully in place.
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 practice policies are in place in accordance with state statute and staff are appropriately trained in Data Practices.

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 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 data practice team were:

- Responsible Authority: Jonas Beugen
- Data Practices Compliance Official: Patrick Exner
- Data Practice Designee: Elena Hanson

Standard 13: The Board of Directors provides ongoing oversight of School academic performance.		
X	2-Meets	Meeting minutes include evidence of regular oversight of School academic performance.
	1-Partially Meets	At least half of the Board meeting minutes include evidence of oversight of School academic performance.
	0-Does Not Meet	Less than half of the Board meeting minutes or less include evidence of 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.

The Board meetings minutes log includes the following information:

Mar-22	13	Academic	NWEA MAP Winter results update
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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	2-Meets	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.
	1-Partially Meets	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.
	0-Does Not Meet	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.
Data Source: Annual Report, Board Minutes, School Data, Interview		

STANDARD 14 ANALYSIS

The School met this standard. The School provided data in the School's annual report that the teacher retention rate was 87% , the student retention rate was 87%, and the parent satisfaction rate was 98%.

Teacher Retention: 87%

Student Retention: 82%

Parent Satisfaction: 98%

Number of Parents Responding	Number of Parents Satisfied to very satisfied	Satisfaction Rate
44	43	98%

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.		
	2-Meets	The Board documents were distributed to all Board members at least 3 days prior to each Board meeting.
	1-Partially Meets	The Board documents were not distributed to all Board members one or two times.
x	0-Does Not Meet	The Board documents were not distributed to all Board members three or more times.
Data Source: Monthly Board Minute Review Logs, Board Chair Statement		

STANDARD 15 ANALYSIS

The School did not meet this standard.

- The August, September, October, February and March packets received 1 day prior to the meeting.
- The November, April and May packets were received 2 days prior to the meeting.
- The January packet was received on 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*.		
X	2-Meets	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.
	1-Partially Meets	Complete information is available both in a binder and on the School's website but there are 1-2 incidents of incomplete information.
	0-Does Not Meet	Information is incomplete in the binder or on the School's website.
Data Source: School Website		

STANDARD 16 ANALYSIS

The School met this standard. The 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. Links to necessary policies and documents are 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;	https://twinlakesacademy.org/Board-packets-and-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://twinlakesacademy.org/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.	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://twinlakesacademy.org/wp-content/uploads/2022/05/591-admissions-policy.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	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://twinlakesacademy.org/annual-reports/
World's Best Workforce Report	https://twinlakesacademy.org/annual-reports/
124E.12 (b) A charter 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 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://twinlakesacademy.org/wp-content/uploads/2022/05/policy-481-january-25-2021.pdf

Standard 17: The Board has a policy review calendar and reviews and updates its policies as needed or required by state law.		
X	2-Meets	The Board has a thorough policy review calendar/plan and review policies as a regular component of regular Board meetings.
	1-Partially Meets	The Board has a policy review calendar/plan and reviews policies at half or fewer of the regular Board meetings.
	0-Does Not Meet	The Board does not have a calendar/plan for policy review and/or reviews policies at half or fewer of the regular 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 a process for reviewing policies as evidenced by policy reviews and revisions noted in meeting minutes.

The Board reviewed the following policies during FY22:

Jan-22	<p>Issue: Review 100 policy series</p> <p>Outcome: Review/Approve</p> <p>Person Responsible: Kathy, Adrienne</p> <p>Kathy motioned to accept the 100 policy series with the amendments to the 102 and 103 policy series.</p> <p>April seconded. Roll call vote, all approved.</p>
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Feb-22	<p>Issue: Review 200 Series Board policies</p> <p>Outcome: Review/Approve</p> <p>Person Responsible: Kathy, Adrienne</p> <p>Kathy motioned to accept the the review of the 200 series Board policies. Caige seconded the motion.</p> <p>Roll call vote, all approved.</p> <p>Issue: Re-number policy 207/Policy 406</p> <p>Outcome: Review/Approve</p> <p>Person Responsible: Adrienne</p> <p>Kathy motioned to re-number the data privacy considerations policies from 207 to 406 to reflect the</p> <p>model policy. April seconded the motion. Roll call vote, all approved.</p>
Mar-22	<p>Policy Revision</p> <ul style="list-style-type: none"> ○ The Executive Director recommends revising policy 591 as found in the document linked below. ○ TLSA Policy 591

**VOA GOVERNANCE REPORT FOR
TREKNORTH**

(Reflecting the time period from July 1, 2022 – June 30, 2022)

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: Erica Harmsen

Email: eharmsen@treknorth.org

Phone: 218-444-1888

Board Chair: Dave Vanengelenhoven

Email: dvanengelenhoven@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*.		
x	2-Meets	The Board structure meets bylaws and state statute.
	1-Partially Meets	The Board did not meet requirements for the entire fiscal year.
	0-Does Not Meet	The Board structure does not meet bylaws and/or state statute.
Data Source: Annual Report, School Website, Bylaws		

STANDARD 1 ANALYSIS

The School met this standard. The Board structure meets bylaws and state statute.

School Board Membership and Attendance 2021-2022

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	70%
Lynn Boyer	Member	Community Member	June 2019	August 2019	June 2022	218-444-1888	lboyer@treknorth.org	0%
Hillary Anderson (Replace Lynn B)	Member	Community Member	Filled Vacancy	November 2021	June 2022	218-444-1888	handerson@treknorth.org	100%
Lydia Pietrezewski	Member	Parent	Filled Vacancy	April 2020	June 2022	218-444-1888	lpietrezewski@treknorth.org	100%
Tami Worner	Member	Teacher	June 2020	August 2020	June 2023	218-444-1888	tworner@treknorth.org	70%
Tara King	Member	Teacher	Filled Vacancy	June 2020	June 2022	218-444-1888	tking@treknorth.org	100%
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	80%
Alexis Pearson (Replace Dave L)	Member	Teacher	Filled Vacancy	February 2022	June 2023	218-444-1888	apearson@treknorth.org	100%
Matthew "Dave" Lavrenz	Member	Teacher	Filled Vacancy	September 2018	June 2023	218-444-1888	dlavrenz@treknorth.org	40%
Jennifer Dunham	Vice Chair/ Treasurer	Parent	June 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.		
x	2-Meets	The Board has implemented a formal plan to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education.
	1-Partially Meets	The Board has partially implemented a formal plan to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education.
	0-Does Not Meet	The Board has not implemented a formal plan to ensure Board members have the necessary knowledge.
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 utilizes regular Board meeting agendas to monitor and ensure members have the necessary knowledge in key areas and they also documented the knowledge gained by members in their annual report.

The TrekNorth FY22 Annual Report has a comprehensive Board development plan and calendar that 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.		
x	2-Meets	The Board adheres to a thorough process for the orientation of new Board members.
	1-Partially Meets	The Board has a process for the orientation of new Board members, but it is not consistently followed.
	0-Does Not Meet	The Board does not have a membership orientation process for 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. The Board follows a plan to orient new Board members prior to planned Board training sessions. It was confirmed in the annual report for the June Board meeting.

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.		
x	2-Meets	All Board members comply with Minnesota law regarding Board training requirements.
	1-Partially Meets	One Board member did not fully comply with Minnesota law regarding Board training requirements and was removed:
	0-Does Not Meet	More than one Board member did not fully 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 FY22 annual report starting on page 11.

FY22 Combined Initial Board Training and On-Going Annual Training Report in the same table.

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
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*re-elected in 2020; New Term 2020-2023

Standard 5: The Board of Directors completes a self-evaluation each year.		
x	2-Meets	The Board completes a formal self-evaluation each year.
	1-Partially Meets	The Board completes informal self-evaluations during one or more Board meeting(s).
	0-Does Not Meet	The Board did not complete a self-evaluation.
Data Source: Board Minutes, Board Development Committee Minutes		

STANDARD 5 ANALYSIS

The School met this standard. The Board completes a self-evaluation annually. The 2021-2022 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 maintain a quorum for all Board meetings.		
x	2-Meets	The Board has no infractions of MN Open Meeting Law.
	1-Partially Meets	The Board has 1 infraction of MN Open Meeting Law.
	0-Does Not Meet	The Board has 2 or more 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 has no infractions of MN Open Meeting Law. Monthly logs of 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.		
x	2-Meets	Bylaws are consistent with state law and the Board reviews them regularly.
	1-Partially Meets	Bylaws are consistent with state statute but have not been reviewed regularly.
	0-Does Not Meet	Bylaws are inconsistent with state statute.
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, 2022. Each Board member has a binder and digital version of bylaws and the School office binder contains the bylaws.

Standard 8: The Board of Directors adheres to Board member election requirements set forth by state statute*.		
x	2-Meets	All election requirements were met.
	0-Does Not Meet	Election requirements were not met
Data Source: Board Minutes, Bylaws, Board Policies, Interview		

STANDARD 8 ANALYSIS

The School met this standard. The Board election was held on a day while School was in session and there was more than 30-day's notice.

The dates are on the calendar in the event an election is held.

Notification of upcoming election - March 8th with voting deadline on April 29th.

Solicitation of Nominations Deadline: March 25, 2022

Ballots sent to all members/ stakeholders: April 8th, 2022

Ballots due to TrekNorth on April 29, 2022 at 3:10 (counted that day)

Present results to Board at May regular 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): April 24, 2022. School was in session.
A charter School must notify eligible voters of the Board election dates at least 30 days before the election.	Date of notice: March 8, 2022 Date of election: April 24, 2022 [Tuesday] 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.		
x	2-Meets	The Board completed a formal evaluation of the School leader including all aspects of the job description.
	1-Partially Meets	The Board completed an evaluation of the School leader but not on all aspects of the job description.
	0-Does Not Meet	The Board did not complete an annual evaluation of the School leader.
Data Source: Annual Report, Board Minutes, Committee Minutes, Board Documentation		

STANDARD 9 ANALYSIS

The School met this standard. The evaluation was conducted in the April of 2022.

			<p>Director Evaluation Adhoc Committee: per Minnesota Statute 13D.03: Closed meetings for Director Evaluation, no ex-officio members present</p> <ul style="list-style-type: none"> ● Because this is a Zoom meeting, this agenda Item will be completed at the end of the main meeting, but prior to main meeting adjournment. A separate zoom link for all elected Board members will be sent and the session recorded as per statute with the opening and closing time stated in the notes. There will be no additional notes pertaining to the closed session. <p>Start Time: 6:58 p.m. End Time: 7:46 p.m.</p> <ul style="list-style-type: none"> ● Contract Offered: Under review and Erica will notify - details at next meeting if accepted. ● Acknowledge the great job Erica has been doing especially under all the stress of the last couple of years. ● Members gave personal accolades
Apr-22	9	Eval. Leader	<ul style="list-style-type: none"> ● Members: Chance Adams, Jennifer Dunham, Lydia Pietruszewski ● No further action
May-22	9	Eval. Leader	Approve Executive Director Contract for SY22.23 - SY24.25.

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	2-Meets	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.
	0-Does Not Meet	A professional development plans for the non-licensed individual(s) was not documented in the School's annual report.
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 Board policies.		
x	2-Meets	Meeting minutes include three or more examples of the Board monitoring the organization's adherence to Board policies.
	1-Partially Meets	Meeting minutes include one or two examples of the Board monitoring the organization's adherence to Board policies.
	0-Does Not Meet	Meeting minutes include no evidence of the Board monitoring the organization's adherence to 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. 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 2021
 - 8.0 Financial Condition/Activities
 - 8.1 Emergency Executive Director Succession
 - 8.2 Compensation and Benefits
- September 2021
 - 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 2021:
 - 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 2022:
 - 2.9.1 Monitoring Data in Monitoring concerning communication and support to the Board
- May 2022:
 - Board Management Delegation Policy Review
- June 2022:
 - 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)*.		
X	2-Meets	Data practice policies are in place in accordance with state statute and staff are appropriately trained in Data Practices.
	1-Partially Meets	Data practice policies are in place in accordance with state statute but staff were not trained in Data Practices.
	0-Does Not Meet	Data practice policies are not fully in place.
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 practice policies are in place in accordance with state statute and staff are appropriately trained in Data Practices.

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 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.		
X	2-Meets	Meeting minutes include evidence of regular oversight of School academic performance.
	1-Partially Meets	At least half of the Board meeting minutes include evidence of oversight of School academic performance.
	0-Does Not Meet	Less than half of the Board meeting minutes or less include evidence of 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 referenced in the following meeting minutes or Director's Report:

- September 2021: The Board discussed the Sundog Status Update
- October 2021: Annual Report approved.
- November 2021: The Board reviewed student performance/achievement
- January 2022: The Board discussed changing the learning model to hybrid as of January 27, 2022. Online tutoring available including on Saturdays. The Board discussed the learning model updates.
- February 2022: 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 2022: 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 2022: The Board reviewed student performance/achievement.

- June 2022: 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 2022 . The Testing Calendar for 2022-2022 will be sent to the Board for approval in August of 2022. Graduation Rates: TrekNorth's graduation rate for 2021 will be released June 10. The final graduation rate will be shared with the Board in the July of 2022 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.		
X	2-Meets	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.
	1-Partially Meets	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.
	0-Does Not Meet	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.
Data Source: Annual Report, Board Minutes, School Data, Interview		

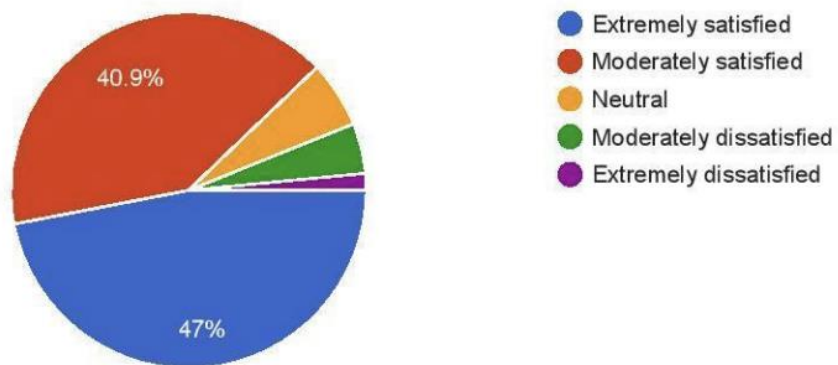
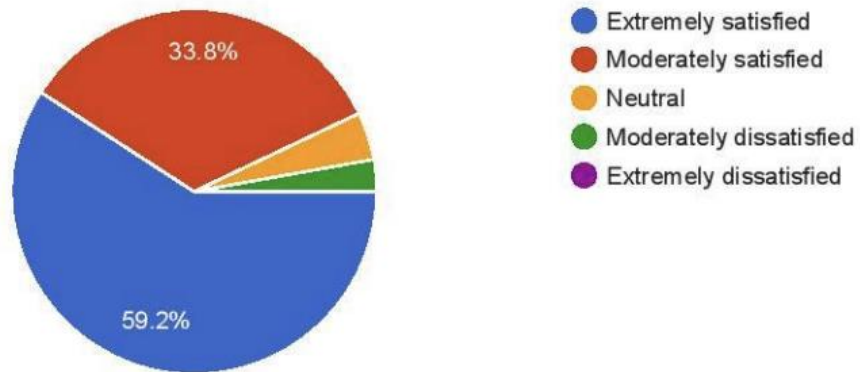
STANDARD 14 ANALYSIS

The School met this standard. The School provided data in the School's annual report that the teacher retention rate was 96%, the student retention rate was 98%, and the parent satisfaction rate was 93%.

Below is the summary of the parent satisfaction survey, note that 2 surveys were conducted:

Are you satisfied with TrekNorth Jr. & Sr. High School?

71 responses



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	2-Meets	The Board documents were distributed to all Board members at least 3 days prior to each Board meeting.
	1-Partially Meets	The Board documents were not distributed to all Board members one or two times.
	0-Does Not Meet	The Board documents were not distributed to all Board members three or more times.
Data Source: Monthly Board Minute Review Logs, Board Chair Statement		

STANDARD 15 ANALYSIS

The School met this standard. VOA records indicate that packets were all received 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*.		
X	2-Meets	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.
	1-Partially Meets	Complete information is available both in a binder and on the School's website but there are 1-2 incidents of incomplete information.
	0-Does Not Meet	Information is incomplete in the binder or on the School's website.
Data Source: School Website		

STANDARD 16 ANALYSIS

The School met this standard. The 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. Links to necessary policies and documents are 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;	https://drive.google.com/drive/folders/1BuQGVfbds_Pi8rKtqEwRfhGPqxKe5MA5?usp=sharing
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 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 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.		
X	2-Meets	The Board has a thorough policy review calendar/plan and review policies as a regular component of regular Board meetings.
	1-Partially Meets	The Board has a policy review calendar/plan and reviews policies at half or fewer of the regular Board meetings.
	0-Does Not Meet	The Board does not have a calendar/plan for policy review and/or reviews policies at half or fewer of the regular 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 a process for reviewing policies as evidenced by policy reviews and revisions noted in meeting minutes.

The Board has an annual policy review plan included in the 2021-2022 annual report. The review plan and process for this year included vetting and revision of many policies as a regular agenda item.

Board Development and Monitoring Calendar 2021-2022

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

	<i>Action</i>		-Staff contracts -Lunch contract -Budget
	<i>Monitoring</i>	Ends	Review Ends Policies: Global Ends, 1-14 (DR/BR)
	<i>Monitoring</i>	Exec Director Limitations	Policy C: Financial planning /Budgeting (BR) Policy G: Compensation and Benefits (BR)
		Governance Process	Policy G: Cost of Governance

**VOA GOVERNANCE REPORT FOR
WOODBURY LEADERSHIP ACADEMY**

(Reflecting the time period from July 1, 2022 – June 30, 2022)

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

FY 22 Board Chair: Mandi Folks

Phone: 913-221-6263

Email: mfolks@wlamn.org

Current Board Chair: Shelbi Pool

Phone: 651-571-2100

Email: spool@wlamn.org

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*.		
X	2-Meets	The Board structure meets bylaws and state statute.
	1-Partially Meets	The Board did not meet requirements for the entire fiscal year.
	0-Does Not Meet	The Board structure does not meet bylaws and/or state statute.
Data Source: Annual Report, School Website, Bylaws		

STANDARD 1 ANALYSIS

The School met this standard. The Board structure meets bylaws and state statute.

- State Statute: Subd. 3.Membership criteria. (a) The ongoing charter Board of directors shall have at least five non-related members and include: (1) at least one licensed teacher who is employed as a teacher at the School or provides instruction under contract between the charter School and a cooperative; (2) at least one parent or legal guardian of a student enrolled in the charter School who is not an employee of the charter School; and (3) at least one interested community member who resides in Minnesota, is not employed by the charter School, and does not have a child enrolled in the School.
- WLA Bylaws Section 2. Number, Tenure and Qualifications
The Board shall be composed of at least five non-related members and include:
 - at least one licensed teacher employed as a teacher by WLA or providing instruction under contract between WLA and a cooperative;
 - at least one parent or legal guardian of a student enrolled in WLA who is not an employee of WLA; and
 - at least one interested community member who resides in Minnesota and is not employed by WLA and does not have a child enrolled in WLA.

FY22 Board Roster of all Board Members during FY22

The table below is located on the website:

Shelbi Pool (Community)

Board Chair

spool@wlamn.org

Term Expires: 6/2024

Jolene Skordahl (Teacher)

Board Treasurer

jskordahl@wlamn.org

Term Expires: 6/2025

Ryan Sheak (Parent)

Board Member

rsheak@wlamn.org

Term Expires: 6/2025

Richard Washington (Parent)

Board Member

rwashington@wlamn.org

Term Expires: 6/2024

Mandi Folks (Parent)

Board Secretary

mfolks@wlamn.org

Term Expires: 6/2023

Natalie Sjoberg (Teacher)

Board Member

nsjoberg@wlamn.org

Term Expires: 6/2023

Julie Ohs (Teacher)

Board Member

johs@wlamn.org

Term Expires: 6/2024

Board Structure taken from the annual report:

2021-2022 Board Members

Position	Name	Email	Term
Board Chair, Parent	Folks, Mandi	mfolks@wlamn.org	1/2017
Treasurer, Teacher	Skordahl, Jolene	jskordahl@wlamn.org	8/2017
Secretary, Teacher	Sjoberg, Natalie	nsjoberg@wlamn.org	1/2020
Parent	Livingston, Jason	jlivingston@wlamn.org	10/2017-06/2022
Parent	Patrick, Ryan	rpatrick@wlamn.org	06/2021 -03/2022
Community Member	Kelly, Shannon	skelly@wlamn.org	4/2018 – 07/2022
Community Member	Shelbi Pool	spool@wlamn.org	06/2021
Teacher	Julie Ohs	Johs@wlamn.org	02/2022
Parent	Ryan Sheak	rsheak@wlamn.org	6/2022
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.

x	2-Meets	The Board has implemented a formal plan to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education.
	1-Partially Meets	The Board has partially implemented a formal plan to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education.
	0-Does Not Meet	The Board has not implemented a formal plan to ensure Board members have the necessary knowledge.
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 utilizes regular Board meeting agendas to monitor and ensure members have the necessary knowledge in key areas and they also documented the knowledge gained by members in their annual report.

Standard 3: The Board adheres to an orientation process for bringing on new members.		
X	2-Meets	The Board adheres to a thorough process for the orientation of new Board members.
	1-Partially Meets	The Board has a process for the orientation of new Board members, but it is not consistently followed.
	0-Does Not Meet	The Board does not have a membership orientation process for 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. New Board members Ryan Sheak and Jolene Skordahl received orientation on June 21, 2022. Rich Washington received orientation on August 24, 2022.

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.		
x	2-Meets	All Board members comply with Minnesota law regarding Board training requirements.
	1-Partially Meets	One Board member did not fully comply with Minnesota law regarding Board training requirements and was removed:
	0-Does Not Meet	More than one Board member did not fully 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 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.

From the minutes:

Jul-21	Adopt/Approve the Board Training Calendar Ms. Foulkes shared a monthly schedule of training topics used to create the agendas for the monthly Board meetings. The schedule ensures that important topics are covered each year. No motion needed.
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From the Annual Report:

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. A Board Binder is provided to all members. The Board meets on the 4th Wednesday of the month, and elections are held in May. The Director's evaluation is conducted in May, and the Board self-evaluation is conducted in October.

Standard 5: The Board of Directors completes a self-evaluation each year.		
x	2-Meets	The Board completes a formal self-evaluation each year.
	1-Partially Meets	The Board completes informal self-evaluations during one or more Board meeting(s).
	0-Does Not Meet	The Board did not complete a self-evaluation.
Data Source: Board Minutes, Board Development Committee Minutes		

STANDARD 5 ANALYSIS

The School met this standard. The Board of Directors completes a self-evaluation each year. The annual report mentions that the Board self-evaluation was conducted on October of 2021.

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.		
x	2-Meets	The Board has no infractions of MN Open Meeting Law.
	1-Partially Meets	The Board has 1 infraction of MN Open Meeting Law.
	0-Does Not Meet	The Board has 2 or more 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 has no infractions of MN Open Meeting Law. Monthly logs of 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.		
x	2-Meets	Bylaws are consistent with state law and the Board reviews them regularly.
	1-Partially Meets	Bylaws are consistent with state statute but have not been reviewed regularly.
	0-Does Not Meet	Bylaws are inconsistent with state statute.
Data Source: School's Website, Board Minutes, Bylaws, Interview		

STANDARD 7 ANALYSIS

The School met this standard. The Board regularly reviews, updates, and approves its bylaws. The bylaws are consistent with state law. On September 8, 2022 the Governance Committee minutes included a discussion on VOA recommendation to create policy or amend bylaws for process of Board member removal. The Committee also reviewed bylaws regarding the code of ethics.

Standard 8: The Board of Directors adheres to Board member election requirements set forth by state statute*.		
x	2-Meets	All election requirements were met.
	0-Does Not Meet	Election requirements were not met
Data Source: Board Minutes, Bylaws, Board Policies, Interview		

STANDARD 8 ANALYSIS

The School met this standard. The Board election was held on a day while School was in session and there was more than 30-day's notice.

Mar-22	8	Election	<p>Elections Committee</p> <p>Ms Folks reviewed the Board election process and timing. Three Board terms are expiring in June and are up for election: Mr Livingston's parent seat, Ms Skordahl's teacher seat and an open community member seat. Ms Skordahl shared that the Board utilizes Election Runner, an online software which allows parents to vote remotely. Ms Sjoberg and Ms Kelley volunteered to be on the Election Committee to handle the process, along with the assistance of an office staff member, Ms Baumann. Ms Sjoberg will chair the committee.</p>
Apr-22	8	Election	<p>Elections Committee Call for Nominations Ms Sjoberg reviewed the Board election process, timing and self-nomination form. An email will be sent to WLA staff and parents/guardians on April 28th announcing the election and a call for nominations, with a submission deadline of May 13th. Voting will take place online from May 23rd to May 27th and winners will be seated at the June meeting.</p>
May-22	8	Election	<p>Ms Sjoberg shared that self-nominations are due Friday, May 13th. Voting will take place from May 23rd to May 27th using the online ElectionRunner program. Winners will be seated at the June meeting.</p>
22-Jun	8	Election	<p>Ms Folks shared that Board Executive Roles are:</p> <ul style="list-style-type: none"> - Chair – Ms Folks, - Secretary – Ms Sjoberg - Treasurer – Ms Skordahl <p>Each person explained their role and their interest for the 2022-23 School year. There was discussion of succession planning for the Executive roles. Again, Ms Folks asked Board members to consider their</p>

			interests before the next meeting. Elections will occur at the July meeting.
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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 23-27, 2022. School was in session.
A charter School must notify eligible voters of the Board election dates at least 30 days before the election.	Date of notice: April 27, 2022 Date of election: May 23-27, 2022 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.		
x	2-Meets	The Board completed a formal evaluation of the School leader including all aspects of the job description.
	1-Partially Meets	The Board completed an evaluation of the School leader but not on all aspects of the job description.
	0-Does Not Meet	The Board did not complete an annual evaluation of the School leader.
Data Source: Annual Report, Board Minutes, Committee Minutes, Board Documentation		

STANDARD 9 ANALYSIS

The School met this standard. The Board completed a formal evaluation of the School leader during the June of 2022 Board meeting.

In the June Board meeting: 8. Closed meeting to discuss Executive Director Annual Evaluation According to Minnesota Statute 13D.03 Subd 3a Motion was made by Ms Folks “to close the meeting as permitted by Minnesota Statute 13D.03, subdivision 3(a) for the purpose of discussing the Executive Director’s annual evaluation.” Mr Livingston seconded. Motion passed unanimously. Convene into Open Session The Board convened into open session at 8:43PM. Ms Folks moved “to reopen the meeting.” Ms Pool seconded. Motion passed unanimously. Ms Folks summarized the closed session as a discussion of the Executive Director’s performance, both positives and suggestions for improvements. Based on the discussion, the Evaluation Committee will meet and share the feedback with Dr Mortensen.

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	2-Meets	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.
	0-Does Not Meet	A professional development plans for the non-licensed individual(s) was not documented in the School's annual report.
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 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 Board policies.		
x	2-Meets	Meeting minutes include three or more examples of the Board monitoring the organization's adherence to Board policies.
	1-Partially Meets	Meeting minutes includes one or two examples of the Board monitoring the organization's adherence to Board policies.
	0-Does Not Meet	Meeting minutes include no evidence of the Board monitoring the organization's adherence to 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.

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:

- August 2021

finalized the Family Medical Leave policy and the Uniform policy will review Policy 533 Wellness and Policy 413 Harassment and Violence at the next meeting. Accept August Governance Committee Minutes and second reading of Policies 540 and 410 and first reading of policies 417, 418, and 600 series enter policies 540 Student Dress, Appearance and Uniform and 410 Family and Medical Leave into second reading status and place policies 533 Wellness, 417 Chemical Use and Abuse, 418 Drug-Free Workplace/Drug-Free School, and 600 series into first reading.”

- March 2022

Governance Committee Report

Ms Sjoberg reported that the Committee met and did a final review of the Field Trip Policy and the Development of Parental Involvement Policies for Title I Programs. The committee also began review of the Purchasing, Procurement and Contracting policy and have requested review and input from WLA's Office Manager. Plans are to review the 700 series next. Suggested changes to the Uniform Policy were discussed. Staff transporting students to their homes was discussed and Dr Mortensen will draft a Staff Protocol to address this issue.

- June 2022

On June 7th, Policy 506

Student Discipline was compared with other Schools' policies and is in line with that of other Schools. Policy 514 Bullying Prohibition Policy was also discussed, but tabled until VOA's recommendations have been completed.

On June 13th, Policy 540 on uniforms was reviewed and the Committee is recommending changes to the policy, including adding dark gray shirts as an option for Grades K-5, a PE uniform for grades 6-8, consequences for non-compliance was clarified and a table format of uniform requirements was added to make it easier to understand. There was discussion.

Standard 12: The Board of Directors complies with Federal data practices law and the Minnesota Data Practices Act (Minn. Stat. Chapter 13)*.		
x	2-Meets	Data practice policies are in place in accordance with state statute and staff are appropriately trained in Data Practices.
	1-Partially Meets	Data practice policies are in place in accordance with state statute but staff were not trained in Data Practices.
	0-Does Not Meet	Data practice policies are not fully in place.
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/fpc/ferpa/index.html>).

STANDARD 12 ANALYSIS

The School met this standard. The Board of Directors complies with Federal data practices law and the Minnesota Data Practices Act (Minn. Stat. Chapter 13)*.

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 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 was Responsible Authority, Data Practices Compliance Official, and Data Practice Designee.

Standard 13: The Board of Directors provides ongoing oversight of School academic performance.		
X	2-Meets	Meeting minutes include evidence of regular oversight of School academic performance.
	1-Partially Meets	At least half of the Board meeting minutes include evidence of oversight of School academic performance.
	0-Does Not Meet	Less than half of the Board meeting minutes or less include evidence of oversight of School academic performance.
Data Source: Board Minutes		

STANDARD 13 ANALYSIS

The School met this standard. The Board of Directors provides ongoing oversight of School academic performance.

WL A	Jul-21	Academic Update Ms. Foulkes shared that the VOA had recommended that Academic Update be added as a permanent item on the agenda for Board meetings. Ms. Mortensen reviewed the WLA Assessment Plan for the 2021-22 School year, describing the purpose and timing of each assessment. She also shared information on Reading Well by Third Grade, a national initiative for K-3 students to obtain grade level literacy skills. She shared a preliminary review of WLA's progress in achieving literacy goals. An analysis of evaluation data will be shared at a future meeting.
WL A	Aug-21	WLA Assessment Plan is included in the packet and up for approval tonight. · WLA will apply to MDE for approval to permanently provide Distance Learning (versus temporary approval received for Online Learning during the pandemic). There are no plans to offer Distance Learning at this time, but if approved, the Board will have the option to expand to offer this learning model in the future. There was discussion MCA scores will be released soon. As expected, scores declined statewide due to Covid, as did WLA's scores. WLA's preliminary MCA scores do not line up with students' MAP scores; Ms Mortensen is reviewing the data to ensure online students were properly excluded. Teachers will meet in PLC's to analyze the data and develop plans to address learning deficiencies. 7.2 Approve WLA Assessment Schedule Ms Mortensen presented the Assessment Schedule included in the Board packet. Ms Folks moved "to approve the Assessment Schedule for the 2021-22 School Year." Seconded by Mr Patrick. A roll call vote was taken: Ms Folks, Mr Patrick, Ms Pool, Ms Sjoberg and

		Ms Skordahl voted for the motion; there were no votes against. Motion passed.
WL A	Sep- 21	MCA scores have been released and WLA's scores have declined. However, the MCA scores do not reflect student abilities or correlate with spring MAP scores. Teachers are meeting in PLC's to analyze the data, ensure CKLA curriculum aligns with core standards that are tested and develop plans to address deficiencies
WL A	Oct- 21	NWEA MAP fall test results were presented. Approval of Annual Report and WBWF

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.

	2-Meets	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.
X	1-Partially Meets	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.
	0-Does Not Meet	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.

Data Source: Annual Report, Board Minutes, School Data, Interview

STANDARD 14 ANALYSIS

The School partially met this standard. The School provided data in the School's annual report that the teacher retention rate was 92.7% and the student retention rate was 73%. No parent satisfaction data was provided in the annual report.

Staff Retention: Of our 69 staff members, only 5 did not return for the following School year. Two accepted positions at other Minnesota Schools and three moved out of state.

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	2-Meets	The Board documents were distributed to all Board members at least 3 days prior to each Board meeting.
	1-Partially Meets	The Board documents were not distributed to all Board members one or two times.
	0-Does Not Meet	The Board documents were not distributed to all Board members three or more times.
Data Source: Monthly Board Minute Review Logs, Board Chair Statement		

STANDARD 15 ANALYSIS

The School met this standard. VOA records indicate that all packets were received 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*.

X	2-Meets	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.
	1-Partially Meets	Complete information is available both in a binder and on the School's website but there are 1-2 incidents of incomplete information.
	0-Does Not Meet	Information is incomplete in the binder or on the School's website.
Data Source: School Website		

STANDARD 16 ANALYSIS

The School met this standard. The 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.

Links to necessary policies and documents are 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 August 14, 2022, the last minutes posted were June 22, 2022. the Board minutes: 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
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 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
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> .	http://www.wlamn.org/files/7416/4123/2273/Annual_Report_and_WBWF_2021_2022_.pdf
World's Best Workforce Report	http://www.wlamn.org/files/7416/4123/2273/Annual_Report_and_WBWF_2021_2022_.pdf
124E.12 (b) A charter 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 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.	Yes. https://www.mnmsa.org/files/3415/4213/1601/MSA_Policy_428_Health_Insurance.pdf

Standard 17: The Board has a policy review calendar and reviews and updates its policies as needed or required by state law.		
X	2-Meets	The Board has a thorough policy review calendar/plan and review policies as a regular component of regular Board meetings.
	1-Partially Meets	The Board has a policy review calendar/plan and reviews policies at half or fewer of the regular Board meetings.
	0-Does Not Meet	The Board does not have a calendar/plan for policy review and/or reviews policies at half or fewer of the regular 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 a process for reviewing policies as evidenced by policy reviews and revisions noted in meeting minutes.

- Policy Review from the minutes:

WLA	Aug-21	Policy review	<p>6.5 Governance Committee Report</p> <p>Ms Sjoberg reported that the Committee met and finalized the Family Medical Leave policy and the Uniform policy put forth for approval this evening. It is expected the Uniform policy will be reviewed again for next School year. The Committee will review Policy 533 Wellness and Policy 413 Harassment and Violence at the next meeting. They will then finish review of the 400 series of polices, followed by the 600 series of policies.</p> <p>6.5.1 Accept August Governance Committee Minutes and second reading of Policies 540 and 410 and first reading of policies 417, 418, and 600 series</p> <p>Ms Sjoberg moved “to accept the August Governance Committee minutes with the edit of the meeting date to August 18, as well as enter policies 540 Student Dress, Appearance and Uniform and 410 Family and Medical Leave into second reading status and place policies 533 Wellness, 417 Chemical Use and Abuse, 418 Drug-Free Workplace/Drug-Free School, and 600 series into first reading.” Mr Patrick seconded. A roll call vote was taken: Ms Folks, Mr Patrick, Ms Pool, Ms Sjoberg and Ms Skordahl voted for the motion; there were no votes against. Motion passed.</p>
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WLA	Mar-22	Policy review	<p>Governance Committee Report</p> <p>Ms Sjoberg reported that the Committee met and did a final review of the Field Trip Policy and the Development of Parental Involvement Policies for Title I Programs. The committee also began review of the Purchasing, Procurement and Contracting policy and have requested review and input from WLA's Office Manager. Plans are to review the 700 series next. Suggested changes to the Uniform Policy were discussed. Staff transporting students to their homes was discussed and Dr Mortensen will draft a Staff Protocol to address this issue.</p>
WLA	22-Jun	Policy review	<p>On June 7th, Policy 506 Student Discipline was compared with other Schools' policies and is in line with that of other Schools.</p> <p>Policy 514 Bullying Prohibition Policy was also discussed, but tabled until VOA's recommendations have been completed.</p> <p>On June 13th, Policy 540 on uniforms was reviewed and the Committee is recommending changes to the policy, including adding dark gray shirts as an option for Grades K-5, a PE uniform for grades 6-8, consequences for non-compliance was clarified and a table format of uniform requirements was added to make it easier to understand. There was discussion.</p>